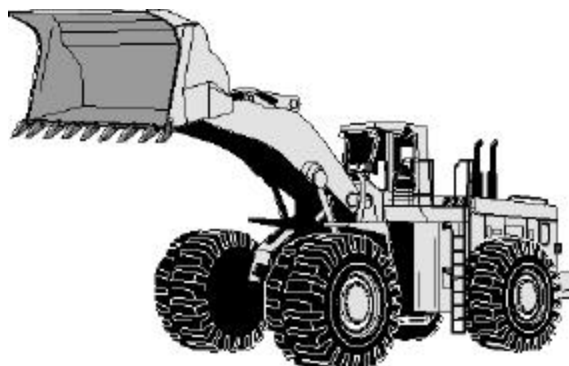
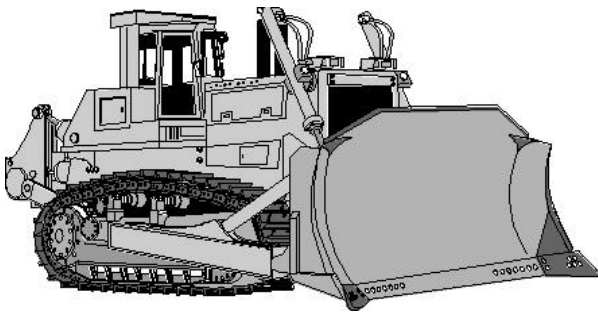


**COMSECONDNCB/COMTHIRDNCB INST 11200.1A**

# **MANAGEMENT OF CIVIL ENGINEER SUPPORT EQUIPMENT**





**DEPARTMENT OF THE NAVY**

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SECOND NAVAL CONSTRUCTION BRIGADE  
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AND  
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COMSECONDNCB/COMTHIRDNCBINST 11200.1A

N46

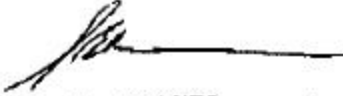
09 JUN 1993

COMSECONDNCB/COMTHIRDNCB INSTRUCTION 11200.1A

Subj: NAVAL CONSTRUCTION FORCE (NCF) EQUIPMENT MANAGEMENT  
INSTRUCTION

Encl: (1) Naval Construction Force Equipment Management  
Instruction

1. Purpose. To establish policy, assign action and provide guidance for the Naval Construction Force Equipment Management Program.
2. Cancellation. COMSECONDNCB/COMTHIRDNCBINST 11200.1
3. Discussion. Transportation, construction and material-handling equipment represent over 70 percent of the total NCF outfitting cost, require approximately 30 percent of the operating budget, and require 20 percent of NCF personnel to operate and maintain it. Equipment is the "backbone" of the Seabees and requires a dynamic, effective management program. The goal of the equipment management program is to realize maximum available operating hours throughout the life expectancy of each piece of USN-numbered equipment. Individual initiative, experience and pride in good workmanship can not be supplanted by written procedures and must be strongly encouraged by every level of the chain of command to achieve optimum equipment effectiveness and meet the tasks at hand with resources available.
4. Action. All units under COMSECONDNCB and COMTHIRDNCB will comply with the requirements and provisions of enclosure (1).

  
S. E. BARKER  
Deputy Commander

  
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Deputy Commander

Distribution:  
COMTHIRDNCB/COMSECONDNCBINST 5216.1C  
Lists I through V, VIII

## TABLE OF CONTENTS

***Note: If you place the cursor over the page number and click, you will be taken to that page and section.***

|   |    |
|---|----|
| CHAPTER 1. ALFA COMPANY ADMINISTRATION.....   | 6  |
| SECTION 1. ALFA COMPANY PERSONNEL ORGANIZATION .....  | 6  |
| 1102. ALFA COMPANY ELEMENTS .....   | 6  |
| Figure 1-1.....   | 14 |
| SECTION 2. NAVAL MOBILE CONSTRUCTION BATTALION SKILL AND .....  | 14 |
| TRAINING REQUIREMENTS PROGRAM .....   | 15 |
| SECTION 3. TURNOVER OF SEABEE CAMPS AND RELATED EQUIPMENT .....   | 15 |
| 1301. GENERAL REQUIREMENTS. ....  | 15 |
| SECTION 4. EQUIPMENT PREPARATION AND SHIPMENT PROCEDURES .....  | 15 |
| 1401. PREPARATION. ....   | 15 |
| 1402. GENERAL TRANSFER AND SHIPMENT. ....   | 16 |
| 1403. INTER-ISLAND MOVES, DETACHMENTS FOR TRAINING (DFTs)<br>AND FORWARD DEPLOYMENTS. ....  | 16 |
| 1404. TRANSFER AND SHIPMENT TO OVERHAUL ACTIVITIES. ....  | 16 |
| SECTION 5. INITIAL OUTFITTING AND MAINTENANCE OF TECHNICAL<br>MANUALS.....  | 17 |
| 1501. GENERAL REQUIREMENTS. ....  | 17 |
| SECTION 6. HAND POWER TOOLS PROCUREMENT, ISSUE, AND CARE .....  | 17 |
| 1601. GENERAL REQUIREMENTS. ....  | 17 |
| SECTION 7. EQUIPMENT ACQUISITION AND DISPOSITION REPORT .....   | 17 |
| PROCEDURES .....  | 17 |
| 1701. EQUIPMENT ACQUISITION REPORT PROCEDURES. ....   | 17 |
| 1702. EQUIPMENT DISPOSAL PROCEDURES. ....   | 18 |
| 1703. ALLOWANCE CHANGE REQUEST SUBMISSION AND COMPLETION<br>REQUIREMENTS (NAVSUP Form 1220-2, figure 1-2) .....   | 18 |
| 1704. QUALITY DEFICIENCY REPORT SUBMISSION AND COMPLETION<br>REQUIREMENTS. (Standard Form 368). ....  | 19 |
| FIGURE 1-2: ALLOWANCE CHANGE REQUEST, NAVSUP Form<br>1220-2.....  | 20 |
| 1705. EXCESS PERSONAL PROPERTY REPORT SUBMISSION AND<br>COMPLETION REQUIREMENTS. Use Standard Form 120 and<br>Standard Form 120A, Material handling Equipment (MHE)<br>only. .... | 21 |
| SECTION 8. EQUIPMENT MODIFICATIONS AND ENGINE EXCHANGES .....   | 21 |
| 1801. MODIFICATION. ....  | 21 |
| 1802. ENGINE OR COMPONENT REQUEST .....   | 22 |
| 1803. ENGINE EXCHANGE .....   | 22 |
| 1804. ENGINE OR COMPONENT SHIPMENT OR RETURN. ....  | 22 |
| FIGURE 1-3. Engine or Component Replacement Request   |    |

|  |    |
|--|----|
| Message Sample, DD Form 173/3.....   | 23 |
| SECTION 9. AUGMENT EQUIPMENT ASSIGNMENT AND REPLACEMENT REQUEST INSTRUCTIONS.....                            | 24 |
| 1901. ASSIGNMENT REQUEST SUBMISSION INSTRUCTIONS. ....   | 24 |
| 1902. REPLACEMENT REQUEST SUBMISSION INSTRUCTIONS. ....  | 24 |
| SECTION 10. PUBLICATIONS AND INSTRUCTIONS .....  | 24 |
| 11001. GENERAL REQUIREMENTS. ....  | 24 |
| 11002. REFERENCE INSTRUCTIONS. ....  | 25 |
| SECTION 11. MONTHLY CESE/MHE AVAILABILITY REPORT .....   | 26 |
| 11101. MONTHLY CESE/MHE AVAILABILITY REPORT. ....  | 26 |
| 11102. MONTHLY CESE/MHE AVAILABILITY REPORT INSTRUCTIONS .   | 26 |
| 11103. STORAGE PROCEDURES .....  | 26 |
| FIGURE 1-4. CESE Availability worksheet.....   | 28 |
| FIGURE 1-5. Monthly CESE Availability Report Sample.....   | 29 |
| ALFA COMPANY ADMINISTRATION CHECKLIST.....   | 31 |
| CHAPTER 2. ALFA COMPANY OPERATIONS.....  | 34 |
| SECTION 1. ORGANIZATION TITLES AND DUTIES .....  | 34 |
| 2101. GENERAL REQUIREMENTS. ....   | 34 |
| 2102. EQUIPMENT ASSIGNMENT. ....   | 36 |
| FIGURE 2-1. Joint Inspection Form for Borrowed CESE.....   | 40 |
| SECTION 2. OPERATOR'S MAINTENANCE RESPONSIBILITY .....   | 41 |
| 2201. GENERAL REQUIREMENTS. ....   | 41 |
| FIGURE 2-2. Operator's Inspection Guide and Trouble Report .....   | 42 |
| NAVFAC Form 9-11240/13.....  | 42 |
| SECTION 3. AUTOMOTIVE, CONSTRUCTION, AND MATERIAL HANDLING EQUIPMENT OPERATIONAL CONTROL.....                | 43 |
| 2301. GENERAL REQUIREMENTS. ....   | 43 |
| 2302. MOTOR VEHICLE UTILIZATION RECORD DD Form 1970, figure 2-3). ....                                       | 45 |
| FIGURE 2-3. Motor Vehicle Utilization Record.....  | 47 |
| DD Form 1970 (Front).....  | 47 |
| FIGURE 2-4. Motor Vehicle Utilization Record.....  | 48 |
| DD Form 1970 (Back).....   | 48 |
| 2303. DAILY DISPATCHING RECORD OF MOTOR VEHICLES; DISPATCHER'S LOG (NAVFAC Form 9-11240/2, figure 2-5). .... | 49 |
| 2304. EQUIPMENT STATUS BOARD. ....   | 49 |
| FIGURE 2-5. Dispatcher's Log.....  | 50 |
| NAVFAC Form 11240/2.....   | 50 |
| FIGURE 2-6. Equipment Status Board.....  | 51 |
| 2305. OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT NAVFAC Form 9-11240/13, figure 2-2). ....               | 52 |
| SECTION 4. COLLATERAL EQUIPMENT, ATTACHMENTS AND ACCESSORY   |    |

|  |    |
|--|----|
| COMPONENTS INSTRUCTIONS, CONTROL, AND STORAGE .....  | 53 |
| 2401. GENERAL REQUIREMENTS. ....   | 53 |
| 2402. COLLATERAL EQUIPMENT TYPES. ....   | 53 |
| 2403. COLLATERAL EQUIPMENT CONTROL. ....   | 53 |
| 2404. COLLATERAL EQUIPMENT CUSTODIAN. ....   | 53 |
| FIGURE 2-7. CB 60 Form.....  | 55 |
| 2405. PREVENTIVE MAINTENANCE SEQUENCE. ....  | 57 |
| 2406. STOWAGE, PRESERVATION, AND INVENTORY CONTROL OF<br>ATTACHMENTS. ....   | 58 |
| FIGURE 2-8. Attachments Status Board Sample.....   | 60 |
| 2407. COMSECONDNCB/COMTHIRDNCB EQUIPMENT ATTACHMENTS<br>MANAGEMENT CONTROL. ....   | 61 |
| 2408. EQUIPMENT ATTACHMENTS SURVEY AND EXCESS. ....  | 61 |
| 2409. NAVFAC EQUIPMENT ATTACHMENT REGISTRATION RECORD<br>SUBMISSION AND COMPLETION REQUIREMENTS (NAVFAC Form 6-<br>11200/45, figure 2-9). .... | 61 |
| FIGURE 2-9. Equipment Attachment Registration Record....   | 62 |
| NAVFAC Form 6-11200/45.....  | 62 |
| 2410. AFFIXING NAVFAC IDENTIFICATION NUMBERS. ....   | 64 |
| SECTION 5. OPERATOR TESTING AND LICENSING PROGRAM IMPLEMENTATION<br>.....  | 65 |
| 2501. GENERAL REQUIREMENTS. ....   | 65 |
| FIGURE 2-10. U.S. Government Motor Vehicle Operator's...<br>Identification Card.....   | 66 |
| FIGURE 2-11. Application for Vehicle Operator's<br>Identification Card. NAVFAC Form 11240/10. ....   | 68 |
| FIGURE 2-12. Construction Equipment Operator License Record<br>.....   | 69 |
| NAVFAC Form 11260/2.....   | 69 |
| FIGURE 2-13. Physical Fitness Inquiry for Motor Vehicle<br>Operators, Standard Form 47.....  | 70 |
| 2502. LICENSE EXAMINER PROCEDURES. ....  | 71 |
| FIGURE 2-14. Record of Government Vehicle and Equipment<br>License.....  | 72 |
| (Front) Sample.....  | 72 |
| FIGURE 2-15. Record of Government Vehicle and Equipment<br>License.....  | 73 |
| (Back) Sample.....   | 73 |
| 2503. MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD ISSUING<br>PROCEDURES (OF 346, figure 2-10). ....   | 74 |
| 2504. CONSTRUCTION AND WEIGHT-HANDLING EQUIPMENT OPERATOR<br>LICENSE ISSUE PROCEDURES (NAVFAC Form 11260/2, Figure<br>2-12). ....              | 74 |
| FIGURE 2-16. Application for Construction Equipment<br>Operator License, NAVFAC Form 11260/1.....  | 76 |
| 2505. MATERIAL HANDLING EQUIPMENT LICENSE ISSUE PROCEDURES.<br>.....   | 77 |
| 2506. MISHAP REPORTING PROCEDURES. ....  | 77 |
| SECTION 6. CRANES .....  | 78 |
| 2601. CRANE SAFETY. ....   | 78 |
| 2602. CRANE LICENSE PROGRAM. ....  | 79 |
| 2603. CRANE OPERATIONS. ....   | 79 |

|            |  |     |
|------------|--|-----|
| 2604.      | CRANE CYCLING. ....  | 80  |
| 2605.      | CRANE TEST PROCEDURES. ....  | 80  |
|            | FIGURE 2-17. Crane Lift Checklist.....   | 81  |
| SECTION 7. | CIVIL ENGINEER SUPPORT EQUIPMENT (CESE) VISIT .....  | 82  |
|            | CHECKLIST .....  | 82  |
| 2701.      | OPERATIONS. ....   | 82  |
| SECTION 8. | RIGGING GEAR .....   | 88  |
| 2801.      | LOAD (PROOF) TESTING. ....   | 88  |
| 2802.      | RECORDS. ....  | 88  |
|            | FIGURE 2-18. Master History Record Card General Purpose<br>Rigging Equipment (front).....                | 89  |
|            | FIGURE 2-19. Master History Record Card General Purpose<br>Rigging Equipment (back).....                 | 89  |
|            | FIGURE 2-20. Rigging Equipment Status Board.....   | 91  |
| 2803.      | INSPECTIONS. ....  | 92  |
| 2804.      | REJECTION CRITERIA. ....   | 93  |
| 2805.      | LUBRICATION AND MAINTENANCE. ....  | 93  |
| 2806.      | STORAGE. ....  | 93  |
| CHAPTER 3. | ALFA COMPANY MAINTENANCE.....  | 94  |
| SECTION 1. | MAINTENANCE ORGANIZATION .....   | 94  |
| 3101.      | ORGANIZATION. ....   | 94  |
| SECTION 2. | PREVENTIVE MAINTENANCE PROGRAM .....   | 96  |
| 3201.      | MAINTENANCE CATEGORIES. ....   | 98  |
| 3202.      | PREVENTIVE MAINTENANCE & SERVICE INSPECTION<br>PROCEDURES. ....  | 99  |
|            | FIGURE 3-1. Preventive Maintenance Schedule Sample.....  | 101 |
|            | FIGURE 3-2. Vehicle/Construction Equipment PM Record<br>SampleNAVFAC Form 11240/6.....                   | 103 |
| 3203.      | AUTOMOTIVE PREVENTIVE MAINTENANCE INSPECTION GUIDE.....  | 105 |
| 3204.      | CONSTRUCTION EQUIPMENT PREVENTIVE MAINTENANCE<br>INSPECTION GUIDE. ....                                  | 110 |
| SECTION 3. | EQUIPMENT REPAIR ORDER USE PROCEDURES .....  | 117 |
| 3301.      | EQUIPMENT REPAIR ORDER PREPARATION .....   | 117 |
|            | FIGURE 3-3. Equipment History Summary Sheet.....   | 118 |
|            | FIGURE 3-4. Equipment Repair Order (ERO) Log.....  | 128 |
|            | FIGURE 3-5. Equipment Repair Order (ERO).....  | 129 |
|            | (NAVFAC 11200/41 (front)).....   | 130 |
|            | FIGURE 3-6. Equipment Repair Order (ERO)<br>(NAVFAC 11200/41 (back)).....                                |     |
|            | FIGURE 3-7. Equipment Repair Order (ERO) Continuation Sheet<br>.....                                     | 131 |
|            | (NAVFAC 11200/41A).....  | 131 |
|            | FIGURE 3-8. Equipment Repair Order (ERO) Worksheet.....  | 132 |
|            | (NAVFAC 11200/41B).....  | 132 |
| 3302.      | INTERNAL FLOW AND DISTRIBUTION OF THE EQUIPMENT REPAIR<br>ORDER AND NAVSUP FORMS 1250-1 AND 1250-2. .... | 133 |

|   |   |     |
|---|---|-----|
| 3302.                                       | INTERNAL FLOW AND DISTRIBUTION OF THE EQUIPMENT REPAIR ORDER AND NAVSUP FORMS 1250-1 AND 1250-2. .... | 134 |
| 3302.                                       | INTERNAL FLOW AND DISTRIBUTION OF THE EQUIPMENT REPAIR ORDER AND NAVSUP FORMS 1250-1 AND 1250-2. .... | 135 |
| 3303.                                       | REPAIR PARTS AND DIRECT TURNOVER (DTO) FLOW PROCEDURES. ....  | 136 |
|   | FIGURE 3-9. Repair Parts Request Data Entry Form, Single Line Item Consumption/Requisition Document.. | 140 |
|   | NAVSUP Form 1250-1.....   |     |
|   | FIGURE 3-10. Repair Parts Summary Sheet Sample.....   | 142 |
|   | FIGURE 3-11. NON-NSN Requisition (4491).....  | 143 |
|   | NAVSUP Form 1250-2.....   | 143 |
|   | DTO INFORMATION SHEET.....  | 144 |
|   | FIGURE 3-12. Direct Turnover Information Sheet.....   | 144 |
|   | FIGURE 3-13. Direct Turnover Log.....   | 145 |
|   | FIGURE 3-14. Direct Turnover Flowchart.....   | 146 |
| SECTION 4.                                  | USE OF DOD PROPERTY RECORDS .....   | 147 |
| 3401.                                       | DOD PROPERTY RECORD PREPARATION. ....   | 147 |
|   | FIGURE 3-15. DOD Property Record.....   | 148 |
|   | DD Form 1342.....   |     |
| SECTION 5.                                  | PAINTING AND IDENTIFICATION OF NCF EQUIPMENT .....  | 149 |
| 3501.                                       | GENERAL REQUIREMENTS. ....  | 150 |
|   | FIGURE 3-16. Unit Identification Markings.....  | 155 |
| 3502.                                       | PAINTING SEABEE INSIGNIA ON COMSECONDNCB/COMTHIRDNCB EQUIPMENT. ....                                  | 156 |
| SECTION 6.                                  | CIVIL ENGINEER SUPPORT EQUIPMENT (CESE) VISIT CHECKLIST.....  | 161 |
| 3601.                                       | MAINTENANCE. ....   | 161 |
| CHAPTER 4.                                  | BATTALION EQUIPMENT EVALUATION PROGRAM (BEEP)....   | 166 |
| 4101.                                       | JOINT TASKS DURING BEEP. ....   | 166 |
| 4102.                                       | INCOMING BATTALION RESPONSIBILITIES. ....   | 169 |
| 4103.                                       | OUTGOING BATTALION RESPONSIBILITIES. ....   | 171 |
| 4104.                                       | INTERNAL BEEP FLOWCHART. ....   | 172 |
|   | FIGURE 4-1. Battalion Equipment Evaluation Program (BEEP) Flowchart.....                              | 173 |
| APPENDIX B.                                 | .....   | 174 |
| EQUIPMENT EVALUATION INSPECTION GUIDE.....  |   | 174 |
| APPENDIX C.                                 | .....   | 176 |
| ATTACHMENT EVALUATION INSPECTION GUIDE..... |   |     |

## **CHAPTER 1. ALFA COMPANY ADMINISTRATION**

**Section 1. ALFA COMPANY PERSONNEL ORGANIZATION.** This chapter encompasses the ALFA Company personnel organization, administration, assignment procedures, replacement, loan, shipment preparation, acquisition reporting, equipment disposition, and standard form preparation.

**1101. ALFA COMPANY, THE NMCB EQUIPMENT COMPANY.** In the NavalMobile Construction Battalion (NMCB), ALFA Company is responsible for the operation and maintenance of the automotive, construction and material handling equipment assigned to the battalion. ALFA Company serves as prime contractor for large earthmoving, grading, excavation, paving, hauling, pile driving, well drilling, heavy lifting, blasting, and demolition projects. ALFA Company is usually formed with three or more platoons, depending upon the number of personnel actually assigned to the company. Figure 1-1 shows an organization structure of ALFA Company configured with six platoons for construction and disaster preparedness.

### **1102. ALFA COMPANY ELEMENTS**

a. The ALFA Company Commander (A-6). The ALFA Company Commander serves in three major capacities: Company Commander for the military organization; Staff Equipment Officer/Officer in Charge of Construction (OICC); and a contractor for construction. The Company Commander's principal responsibility is to ensure accomplishment of the construction work assigned to ALFA company, and to ensure the proper use and maintenance of the automotive, construction and material handling equipment assigned to the battalion. As Company Commander, the A6 directs ALFA Company military and disaster control training and operations. As the Staff Equipment Officer, the A6 serves the Commanding Officer in an advisory capacity. He or she is also responsible for day to day command of Alfa Company. The A6 must be familiar with the qualifications for advancement in rate (E-1 to E-9), service school criteria, and Navy training courses for Equipment Operator (EO), Construction Mechanic (CM), Machinery Repairman (MR), and Hull Technician (HT). The assignment of an individual to this position should be for a complete battalion tour.

b. The Assistant ALFA Company Commander (A-6A). The Assistant ALFA Company Commander is normally a junior Civil Engineer Corps (CEC) officer who may serve in a staff position as Project Officer for horizontal construction.

c. The ALFA Company Chief Petty Officer (A-5). The Company Chief Petty Officer is normally an Equipmentman Master Chief (EQCM) or the senior enlisted person in the company. As primary assistant to the Company Commander, duties and responsibilities are:



(1) Execute and enforce the policies of the Company Commander.

(2) Supervise the administration of the company.

(3) Monitor the operations and maintenance functions.

(4) Study and make recommendations to the Company Commander in regard to the optimum use of all equipment, training requirements, and safety practices required to operate and maintain the equipment.

d. The ALFA Company Operations Supervisor (A-3). The Operations Supervisor is normally an Equipment Operator Senior Chief (EOCS). The A3 has the responsibility to coordinate equipment requirements for projects, review plans, specifications and estimates, and enforce the policies of the ALFA Company Commander as they pertain to construction projects. These duties are performed with the concurrence of the Assistant Alfa Company Commander and project officers. Specific duties and responsibilities include:

(1) Supervision of the equipment operation platoons.

(2) Assign and control all Equipment Operations personnel.

(3) Control all automotive, construction, and materialhandling pools and the construction equipment assigned to projects.

(4) Ensure equipment status boards are current.

(5) Provide input data on the operation of the equipment to the Maintenance Supervisor as it may affect maintenance scheduling.

(6) Supervise the vehicle operator's licensing program.

(7) Provide technical and safe driver training to the command.

(8) Ensure that operator maintenance is being performed in accordance with manufacturer's recommendations for climatic conditions and operating temperatures.

(9) Supervise and enforce the Roadmaster Program.

e. The Equipment Operations Platoons. The Equipment Operations Platoon Commanders function under the supervision of the Operations Supervisor (Figure 1-1). Each of the Platoon Commanders is normally an Equipment Operator Chief (EOC) who has all the administrative and military duties of a Platoon Commander in addition to the assigned functional responsibilities.

(a) Equipment Transportation Platoon operates the automotive, construction and weight-handling equipment pools, transports personnel, equipment, and materials to and from job sites, and operates and maintains all Petroleum, Oil and Lubricants (POL) storage and fuel dispensing facilities.

(b) Equipment Projects Platoon provides prime contractor and subcontractor horizontal construction support. The Platoon Commander serves as Project Manager on almost every horizontal construction project, and is responsible to the Operations Supervisor for the timely execution of all construction tasks assigned.

(c) Equipment Mineral Products Platoon operates all mineral product facilities (which include quarry operations, crushers, and asphalt and Portland cement concrete batch plants) in support of the construction mission.

(d) Personnel assigned to Equipment Operations Platoon billets should be trained Equipment Operators (i.e.: truck drivers, crane operators, bulldozer operators, paving machine operators, transit mixer operators, etc).

(e) Some are trained in job specialties connected with the operation of quarries, sand and gravel pits, and asphalt/concrete batch plants. Other assignments include earthmoving, grading, excavating, hauling, pile driving, well drilling, rigging, blasting and demolition.

(f) Personnel are permanently assigned to squads and work crew/fireteams, but operate equipment for construction assignments according to the requirements of the tasking.

(g) Equipment Construction Platoon equipment and operators are assigned to a project by the Operations Supervisor.

(h) All equipment operators are responsible for performing operator maintenance on the equipment they operate.

(i) Equipment Operators assigned to the fueling station maintain adequate stocks of all liquid fuel and POLs to perform all required 1<sup>st</sup> echelon maintenance requirements, operate all fuel storage and dispensing equipment, and deliver and dispense fuels to the automotive and construction equipment in the field.

f. The ALFA Company Maintenance Supervisor (A-4). The ALFA Company Maintenance Supervisor is normally a Construction Mechanic Senior Chief (CMCS). The A4 is tasked with ensuring proper maintenance and repair of all automotive, construction, and material handling equipment assigned to the NMCB/Unit. Duties and responsibilities are:

- (1) Control and supervise all maintenance personnel.
- (2) Ensure adherence to the scheduled preventive maintenance program.
- (3) Ensure cost control and records are accurate and up to date.
- (4) Submit equipment reports to the ALFA Company Commander and the Commanding Officer for distribution to higher authority.
- (5) Supervise the maintenance of the Technical Manual Library and conduct inventories according to the Seabee Supply Manual, COMSECONDNCB/COMTHIRDNCBINST 4400.3.
- (6) Supervise the maintenance of the construction mechanics tool allowance and conduct tool inventories in accordance with the Seabee Supply Manual.
- (7) Provide technical and safety training.
- (8) Provide technical assistance to the Supply Officer concerning repair parts.
- (9) Ensure quality control of completed work.
- (10) Ensure that the preventive maintenance schedule is maintained in the Equipment Maintenance Program (SAMMS or MOSS) to aid in the execution of the preventive maintenance program.
- (11) Supervise the Equipment Management program at all Battalion detail sites.

g. The Equipment Repair Platoons

(1) The Equipment Repair Platoon Commanders function under the supervision of the Maintenance Supervisor (Figure 1-1). Each of the Platoon Commanders is normally a Construction Mechanic Chief (CMC) who has all the administrative and military duties of a Platoon Commander in addition to the assigned functional responsibilities. Platoon Commanders are responsible for:

- (a) Operation of the Light Shop
- (b) Operation of the Heavy Shop
- (c) Operation of the Support shops

(2) The Construction Mechanics (CMs) assigned to the Equipment Repair Platoons are trained in the maintenance and repair of all the equipment in the NMCB/Unit allowance.

(3) The Construction Mechanics assigned to the Automotive and Construction Equipment Repair shops shall perform all work as specified on the Equipment Repair Order (ERO).

(4) Field repair crews are often formed to repair equipment at the job site to reduce down time and ensure Operator Maintenance is being performed.

h. Light Shop Supervisor

The Light Shop Supervisor is responsible to the Maintenance Supervisor for the following maintenance functions:

(1) Scheduled Inspection Service: Coordinate all inspection services with Dispatcher on "B" assigned CESE using an appointment system. This schedule shall be developed using a standard 40 working day cycle.

(2) Lubrication and Maintenance: Shop crews shall perform preventive and interim maintenance on all CESE entering the shop for maintenance. All scheduled maintenance will be performed as per manufacturer's recommendations. Each crew should consist of one experienced CM2/CM3 and a CMCN. Crews should be augmented by a lesser-experienced Equipment Operator (a minimum of 90 day appointment is required to receive adequate training in operator maintenance). They will check and/or change fluids, change filters and make minor repairs as required by the Equipment Repair Order (ERO). Light Shop equipment is identified as, but not limited to, CESE with an Equipment Code (EC) starting with the number "0" (i.e. 036031, TRK Cargo 1 1/4 ton).

i. Heavy Shop Supervisor. The Heavy Shop Supervisor is responsible to the Maintenance Supervisor for the following maintenance functions:

(1) Scheduled Inspection Service: Coordinate with A4 to ensure project critical equipment has priority in the shop. This schedule shall be developed using a standard 40 working day cycle.

(2) Lubrication and Maintenance: Shop crews shall perform preventive and interim maintenance on all CESE entering the shop for maintenance. All scheduled maintenance will be performed as per manufacturer's recommendations.

(a) Each crew should consist of one experienced CM2/CM3 and a CMCN. Crews should be augmented by a lesser-experienced Equipment Operator (a minimum of 90 day appointment is required to receive adequate training in operator maintenance). They will check and/or change fluids, change filters and make minor repairs as required by the ERO.

(3) Field Maintenance: The Field Crew shall perform preventive maintenance and minor interim repairs on CESE in the field. They will also monitor operator maintenance on all project-assigned CESE by the following:

(a) The Field Crew should be assigned a lube truck (EC 0709XX) and a kit 80013 to perform preventive maintenance in the field. Environmental caution must be employed when working with HAZMAT/HAZWASTE in the field.

(b) The Field Crew performs repair and service on CESE in the field when such work is beyond the scope of operator maintenance.

(c) Visit each job site twice daily, when practical, and provide proper lube charts and information to ensure the assigned operator performs proper operator maintenance.

(d) Monitor and assist project supervisor in the maintenance and upkeep of this equipment.

j. Support Shop Supervisor

(1) The Support Shop Supervisor is responsible to the Maintenance Supervisor for the following:

(a) Mechanic's Tool Room: The mechanic's tool room serves as the central point for issue, storage, inspection, maintenance and repair of all mechanics tools. Under an approved custody control system, the Maintenance Supervisor holds shop equipment on sub-custody. Kits and tools needed continuously are issued to individuals on custody receipts. Other tools are issued on tool chits or in a sign-out log for particular jobs. Tool room personnel perform tool repair within their capability, and request assistance from other battalion shops when necessary. All other tool-related information is found in the Seabee Supply Manual COMSECONDN/COMTHIRDNCB 4400.3 and NCF Safety Manual 5100.1

(b) Machine Shop: Machinery Repairmen (MR) are assigned to operate the machine shop/trailer, which contains lathes, drill presses, grinders, and other machine tools. The Machinery Repairmen (MRs) are a valuable asset because they have the capability to manufacture or repair equipment parts, tools, or machine parts needed to perform the work required. The MRs are responsible for inventory and maintenance of all tools and collateral equipment assigned.

(c) Steel and Radiator Shop: Personnel assigned to this shop repair or reconstruct chassis; repair and test radiators; repair dozer blades, front end loader buckets and other steel components; and perform other welding and brazing tasks.

(d) Electrical Shop: Manned by Construction Mechanics (CMs) and Construction Electricians (CEs), electrical

shop personnel repair, rebuild, clean, adjust, and test all electrical parts and accessories. This includes generators, starters and voltage regulators.

(e) Battery Shop: Personnel assigned to the battery shop maintain and recharge wet cell batteries, mix electrolyte, and fill dry charged batteries.

(f) Paint Shop: Personnel assigned to the Paint Shop must be adequately trained to perform body repair and CESE painting. Personnel are to be respirator qualified and fully trained in the safe and proper procedures in working with airborne chemical hazards.

(g) Tire Shop: EOs and CMs assigned to the tire shop provide a repair and replacement service for all pneumatic-tired equipment in the NMCB/Unit. (The operator of the vehicle will remove and replace the wheels).

(2) The Support Shops are also responsible for the maintenance and repair of CESE starting with an EC of "5" and/or as directed by the Maintenance Supervisor.

k. Live/Inactive Storage Supervisor. The Live/Inactive Storage Supervisor is normally a Construction Mechanic First Class (CM1). He is responsible to the Maintenance Supervisor for the maintenance and repair of all CESE assets assigned to storage. His crew is ordinarily comprised of a CM2 and CM3 or CMCN and an EO2 and EO3 or EOCN. His duties include:

(1) Ensure timely quality maintenance of all CESE assigned.

(2) Ensure the cycling of all CESE is completed and documented.

(3) Ensure 100% accountability is maintained on all collateral equipment assigned to storage.

l. Readiness Support Site (RSS) Equipment Specialist. The COMSECONDNCB/COMTHIRDNCB Equipment Specialist is normally an Equipment Operator First Class (EO1), or Construction Mechanic First Class (CM1). The Equipment Specialist performs management control during the periods that the ALFA Company organization is absent from the Readiness Support Site (RSS). The Equipment Specialist is accountable to and advises the ALFA Company Commander on Readiness Support Allowance (RSA) equipment matters. Management control is defined as, but not limited to:

(1) Custody and security of RSA equipment

(2) Custody and security of tools and materials

- (3) Custody and security of company spaces
- (4) Order and expedite the delivery of repair parts
- (5) Cycling of equipment
- (6) Dispatch
- (7) Perform essential repairs between drill periods
- (8) Cleanliness of equipment
- (9) Administrative functions/requirements of ALFA

Company

(10) Equipment preparation prior to planned drill periods, such as battery checks, top off fuel tanks and operational readiness inspections.

**1103. CIVIL ENGINEER SUPPORT EQUIPMENT (CESE) MANAGEMENT COURSE.**

The COMSECONDNCB/COMTHIRDNCB Equipment Offices conduct the CESE management course for battalion and detachment personnel during homeport. This course is available to all NCF units upon request through the SECONDNCB/THIRDNCB Equipment Offices.

# Alfa Company Organization

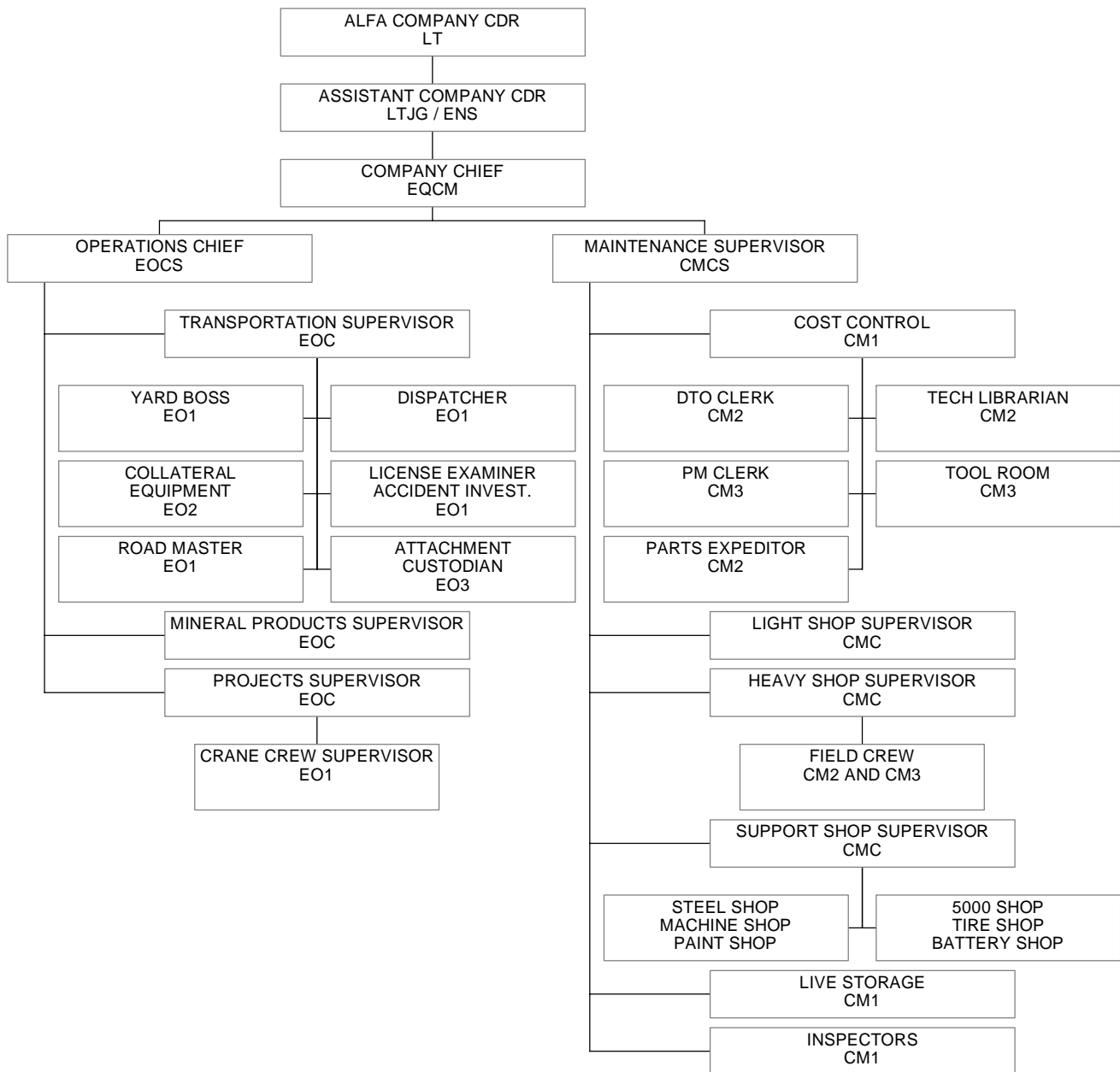


Figure 1-1

## Section 2. NAVAL MOBILE CONSTRUCTION BATTALION SKILL AND



## **SECTION 2. TRAINING REQUIREMENTS PROGRAM**

**1201. GENERAL REQUIREMENTS.** The COMSECONDNCB/COMTHIRDNCB 1500.1 series outlines the basic requirements for a continuing training program for the Naval Mobile Construction Battalion (NMCB) to maintain a high state of operational readiness.

## **Section 3. TURNOVER OF SEABEE CAMPS AND RELATED EQUIPMENT**

**1301. GENERAL REQUIREMENTS.** The Seabee Supply Manual, (COMSECONDNCB/COMTHIRDNCBINST 4400.3 series, Appendix C), outlines the procedures for turnover of the NMCB Table of Allowance (TOA) at Seabee deployment sites.

## **Section 4. EQUIPMENT PREPARATION AND SHIPMENT PROCEDURES**

**1401. PREPARATION.** The following shall be done prior to shipping equipment:

a. Inspect, operationally test, and repair equipment as required.

(1) Items shipped from Port Hueneme or Gulfport will normally be in A-4 condition. Exceptions will be identified to the receiving unit.

(2) Items shipped or transferred between units will be transferred in A-5 or better condition.

b. Machined surfaces, exposed gears, and wire ropes shall be coated with grade No. 3 preservative or a suitable substitute.

c. When shipping conditions permit, seal the intake and exhaust openings and all open vents, lines, and other openings, which could allow foreign matter to enter the unit and cause deterioration or damage.

d. Service and install antifreeze/coolant.

e. Provide mounted spare tire and wheel for equipment.

f. Send equipment history jackets by certified mail, or hand-carry if the consignee is in the same general location.

g. Remove mirrors, windshield wipers, lighters, tools, jacks and other pilferable items from the equipment. Box and band the items, then secure the box to the equipment.

h. Box all small accessories and attachments such as drum lagging, floating bridles, and pennants. All boxes and large

items that are uncrated are to be identified by labeling with the equipment's USN number that the boxes/items are assigned to.

i. Provide all items of collateral equipment, unless otherwise directed.

j. Remove items or parts with low ground clearance, such as spray bars, long extensions, or other projecting accessories and secure to the upper portion of the vehicle.

k. Clean equipment so that it meets the port of entry inspection regulations.

l. Properly prepare (sand and prime) then touch up with paint any chips or scratches that expose metal.

#### **1402. GENERAL TRANSFER AND SHIPMENT**

a. Upon receipt of transfer instructions from respective SECONDNCB/THIRDNCB Equipment Office, NMCB/Units will initiate a DD 1348 or DD 1149 shipping document as required.

b. Mark the equipment for consignee or as otherwise directed by respective SECONDNCB/THIRDNCB Equipment Office.

c. Ship the equipment by first available surface transportation, unless otherwise directed by respective SECONDNCB/THIRDNCB Equipment Office.

d. Provide respective SECONDNCB/THIRDNCB Equipment Office and consignee with shipping data, which shall include: USN number of equipment, Transportation Control Number (TCN), scheduled departure date, name of ship, and Estimated Time of Arrival (ETA) at destination. Identify equipment attachments by NAVFAC Identification (ID) number and indicate the USN number to which assigned.

**1403. INTER-ISLAND MOVES, DETACHMENTS FOR TRAINING (DFTs) AND FORWARD DEPLOYMENTS.** When battalion personnel assist in embarkation/debarkation and accompany equipment in shipment, most of the above preparation procedures are not required. The unit to which the equipment is assigned will ensure proper preparation prior to shipment and will provide the receiving unit with shipping data as available. An information copy will also be sent to the respective SECONDNCB/THIRDNCB Equipment Office having jurisdiction.

#### **1404. TRANSFER AND SHIPMENT TO OVERHAUL ACTIVITIES**

a. Preparation

Follow procedures described in paragraph 1401. Pay particular attention to the following:

(1) Thoroughly clean and service the equipment. Ensure the proper quantity of antifreeze/coolant is added for the climate and temperature extremes where the equipment is going to prevent danger of freezing enroute, or completely drain radiators and engine blocks. If drained, ensure that unit is tagged in a conspicuous place for the operator to see.

(2) Secure all windows and doors to protect interior from the elements. If windows are missing, cover openings.

(3) Equipment shall not be shipped in a disassembled state without respective SECONDNCB/THIRDNCB Equipment Office concurrence. Components and subassemblies will be assembled and reinstalled on equipment whenever possible. In an isolated instance where this is not possible, all parts will be labeled, preserved, and boxed with a copy of the inventory placed in the box. Secure the box to the equipment. Ensure that openings are properly sealed to prevent deterioration by the elements or foreign matter from entering the unit.

(4) Unless otherwise directed, all items of collateral equipment and attachments shall be shipped with the equipment.

(5) The equipment history jackets will be sent by certified mail to the respective SECONDNCB/THIRDNCB Equipment Office. Do not mail history jackets prior to departure of equipment from port of embarkation.

## **Section 5. INITIAL OUTFITTING AND MAINTENANCE OF TECHNICAL MANUALS**

**1501. GENERAL REQUIREMENTS.** The COMSECONDNCB/COMTHIRDNCBINST 5600.3 series outlines the procedures for initial outfitting and re-supply of technical manuals. The importance of maintaining an up to date library cannot be overemphasized.

## **Section 6. HAND POWER TOOLS PROCUREMENT, ISSUE, AND CARE**

**1601. GENERAL REQUIREMENTS.** The Seabee Supply Manual (COMSECONDNCB/COMTHIRDNCBINST 4400.3 series) outlines the procedures for the procurement, issue, and care of power tools authorized by the NMCB Table of Allowance and tools purchased with project funds.

## **Section 7. EQUIPMENT ACQUISITION AND DISPOSITION REPORT PROCEDURES**

**1701. EQUIPMENT ACQUISITION REPORT PROCEDURES.** A message will be sent to SECONDNCB Det Gulfport, MS, with an information copy to COMSECONDNCB, Little Creek, VA or THIRDNCB Equipment Office,

with an information copy to COMTHIRDNCB, Pearl Harbor, HI as applicable. The message shall contain the date CESE was received on site. An acceptance letter shall be sent within 30 days of receipt of CESE. The letter shall list any discrepancies and enclose an updated DOD Property Record Form 1342, which lists present location. Follow these procedures when equipment is received from:

- a. Port Hueneme, CA or Gulfport, MS.
- b. Another unit, or detachment
- c. On-station relief: In the case of a BEEP, a copy of the NMCB/Unit's equipment allowance list will be condition-coded and signed by NMCB/Unit representatives. A copy shall be provided to the relieved battalion.

**1702. EQUIPMENT DISPOSAL PROCEDURES.** Upon receipt of instructions from the respective SECONDNCB/THIRDNCB Equipment Office to dispose of excess equipment, use the following procedures:

- a. Completely remove all unit decals and stencils from the equipment.
- b. Deliver the equipment and the history jacket to the Defense Reutilization and Marketing Officer (DRMO) ON OR BEFORE the predetermined date using a DD Form 1348-1 as the turn-in document. Ensure that the USN number appears on the 1348-1 and attachment ID numbers of those being sent to DRMO with the host piece.
- c. If attachments assigned to the CESE being disposed of are needed for a like unit that is on site, prepare a corrected Equipment Attachment Registration Record NAVFAC Form 6-11200/45 (figure 2-9) according to Chapter 2, Section 4, Paragraph 2410 of this manual.
- d. Within 30 days after disposal, forward the follow up disposal letter with a signed ORIGINAL copy of DD Form 1348-1 enclosed to respective SECONDNCB/THIRDNCB Equipment Office.

**1703. ALLOWANCE CHANGE REQUEST SUBMISSION AND COMPLETION REQUIREMENTS (NAVSUP Form 1220-2, figure 1-2)**

- a. Consolidated Seabee Allowance List (COSAL) Deficiencies. Most COSAL deficiency reports result from errors on individual Allowance Parts Lists (APL). Because these same APLs are frequently used in other COSALs, any identified error must be reported to the Seabee Logistics Center (SLC) immediately. The proper form to report COSAL errors is an Allowance Change Request (ACR), NAVSUP Form 1220-2. If a NAVSUP Form 1220-2 is not

readily available, submit the same information by letter. Copies of completed 1220-2 will be maintained on site.

b. NAVSUP Form 1220-2 Completion. Prepare an original and two copies (more if required by local command) for each report submitted. Multiple errors may be listed on one form if they relate to the same APL and component identification group. Retain one file copy and submit the original to Seabee Logistics Center (SLC) with one copy each to the respective SECONDNCB/THIRDNCB Equipment Office. Most reported problems require extensive research. Therefore, the submitter should include all available information. For instructions on filling out the NAVSUP Form 1220-2 see NAVFAC P-300, pg. 5-8, Figure 5-1.

c. Upon completion forward to:

Seabee Logistics Center; NAVFAC Detachment  
411 San Pedro Street  
Port Hueneme, CA 93043-4410  
ATTN: Logistics Dept, Code 15L

**1704. QUALITY DEFICIENCY REPORT SUBMISSION AND COMPLETION REQUIREMENTS (Standard Form 368)**

a. A report of deficiencies found in material is to be submitted on a Quality Deficiency Report (QDR), Standard Form 368, whenever defective design, material, or unsatisfactory workmanship are detected in an item of new, repaired, or overhauled equipment. Upon discovery, submit an SF-368 as soon as possible.

| FROM: Officer in Charge, THIRD naval Construction Brigade, Det Port Hueneme   |   | Date: 02 June 1998                                 | Serial Number: R43303 - 0004                |                                      |                        |                              |
|---|---|--|---|--------------------------------------|------------------------|------------------------------|
| TO: Seabee Logistic Center, Code 1574, NCBG, Port Hueneme, CA 93043-4313  |   | APL/AEL/RIC Number: 950016435                      |   |                                      |                        |                              |
| VIA:  |   | Status of Requested/Allowed Item                   |   |                                      |                        |                              |
|   |   | <input checked="" type="checkbox"/> Item Addition: | <input type="checkbox"/> Item on Board:     |                                      |                        |                              |
|   |   | <input checked="" type="checkbox"/> Item Deletion: | <input type="checkbox"/> Item Not on Board: |                                      |                        |                              |
| National Stock Number (NSN)<br>or CAGE and Part Number  | Equipment/Component (E/C)<br>or Item Nomenclature | Unit of<br>Issue:                                  | Unit Price:                                 | Present Qty<br>Allowed:              | New Total<br>Quantity: | Extended Value<br>of Change: |
| 2940-01-408-0692<br>2940-00-082-6034  | FILTER FLUID<br>FILTER FLUID                      | EA<br>EA   | 3.20<br>2.14                                | 0<br>2                               | 2<br>0                 | 6.40                         |
| Justification (Mandatory):  |   |  |   |                                      |                        |                              |
| THIS APL LISTS NSN 2940-00-082-6034 AS THE ENGINE OIL FILTER. USN 94-48338 IS EQUIPPED WITH AN OIL COOLER ADAPTER WHICH REQUIRES FILTER NSN 2940-01-408-0692. |   |  |   |                                      |                        |                              |
| Copy To: Officer in Charge, SECOND Naval Construction Brigade, Det Gulfport, MS 39501-5005  |   | Signature:   |   |                                      |                        |                              |
| First Endorsement   |   | <input type="checkbox"/> Approval Recommended      |   | <input type="checkbox"/> Disapproved |                        |                              |
|   |   | <input type="checkbox"/> Other                     |   |                                      |                        |                              |

FIGURE 1-2: ALLOWANCE CHANGE REQUEST, NAVSUP Form 1220-2

b. Submit an original and three copies of the signed SF-368 under a properly serialized cover letter to respective SECONDNCB/THIRDNCB Equipment Office for review and action as required. If the same deficiency is found on several units of similar equipment, only one report need be submitted, referencing each of the units involved. Similarly, if several deficiencies are found on one unit of equipment, only one report need be submitted. Submit an additional report, referencing the previous report(s), if a deficiency recurs in repaired or replaced parts.

c. For specific instructions on completing the SF-368 see the NAVFAC P-300, Figure H-10, pg. H-16.

**1705. EXCESS PERSONAL PROPERTY REPORT SUBMISSION AND COMPLETION REQUIREMENTS** (Use Standard Form 120 and Standard Form 120A, Material handling Equipment (MHE) only)

a. Equipment will be reported on SF-120 only, as directed or authorized by respective SECONDNCB/THIRDNCB Equipment Offices.

b. As SF-120s are forwarded to higher authority, forwarded letters will contain only that information directly related to the submission of SF-120s. Comments, recommendations, or other information that concerns equipment will be submitted by separate correspondence.

c. Standard Forms SF-120 and SF-120A are issued in six-part, carbon-interleaved snapout sets. All SF-120s submitted must be signed by the Commanding Officer, Officer in Charge, or an authorized representative appointed by the Commanding Officer. The preparing unit forwards the original and four copies under a properly serialized cover letter to the respective SECONDNCB/THIRDNCB Equipment Office for review and screening.

d. For specific instructions on completing the SF-120A form refer to NAVFAC P-300, on pg. 2-42.

**Section 8. EQUIPMENT MODIFICATIONS AND ENGINE EXCHANGES**

**1801. MODIFICATION.** Approval must be obtained by submitting a serialized letter to the respective SECONDNCB/THIRDNCB Equipment Office before modifications or alterations are made to the original design, safety, stability, performance or operating characteristics of Naval Construction Force equipment. Request for approval must also contain complete justification and the proposed changes. Written approval must be received from the appropriate Equipment Office prior to proceeding with the modification.

**1802. ENGINE OR COMPONENT REQUEST.** The SECONDNCB/THIRDNCB Equipment Offices have established a component overhaul program in which a selected number of large equipment components or assemblies of high usage are overhauled and maintained in a rotatable equipment pool, to be exchanged for like items in need of repair. The COMSECONDNCB/COMTHIRDNCBINST 11200.1 applies. An NCF unit that requires a replacement engine or component should contact SECONDNCB Equipment Det Gulfport, MS or THIRDNCB Equipment Det Port Hueneme, CA by telephone, with a follow-up by message to identify the requirement, and state whether the component to be replaced is considered economically repairable. See figure 1-3 for an engine/component request format sample.

**1803. ENGINE EXCHANGE.** Authority to install an engine or component obtained from the component overhaul program may be considered granted upon receipt of the engine or component. Upon completion of an engine exchange, units will submit an updated DD Form 1342, DOD Property Record, which records the new engine serial number and other pertinent data. When an engine is to be used in a unit from a source other than the component overhaul program, approval of the cognizant Equipment Office prior to installation is required.

**1804. ENGINE OR COMPONENT SHIPMENT OR RETURN.** After the replacement unit has been installed, the faulty unit will be evaluated for potential use or overhaul. If the unit is evaluated as an overhaul candidate, ensure that the parent EC and USN number are documented with a visible tag on the unit and duplicated on the shipping document. Expedite shipment and mark for respective SECONDNCB/THIRDNCB Equipment Office Overhaul Program according to COMSECONDNCB/COMTHIRDNCBINST 11200.1.



FROM: (SENDING UNIT) \_\_\_\_\_  
 TO: SECONDNCB DET GULFPORT MS //N46// (OR)  
 THIRDNCB EQUIPMENT DET PORT HUENEME CA //N46//

INFO: COMSECONDNCB NORFOLK VA  
 COMSECONDNCB DET ATLANTIC/EUROPE  
 (OR)  
 COMTHIRDNCB PEARL HARBOR HI  
  
 (PARENT NMCB IF APPLICABLE)  
  
 COGNIZANT REGIMENT

UNCLAS/N04408//

SUBJ: REPLACEMENT ENGINE, COMPONENT EXCHANGE

REF/A/DOC/DATE//

AMPN/REF A IS COMSECONDNCB/COMTHIRDNCBINST 11200.1 SERIES//

A. COMSECONDNCB/COMTHIRDNCBINST 11200.1 SERIES

1. PER REFERENCE (A), REQUEST SHIPMENT OF ENGINE FOR THE BELOW LISTED CESE:

|                   |            |                     |
|-------------------|------------|---------------------|
| EC                | USN NUMBER | DESCRIPTION         |
| 058700            | 96-39502   | TRK 5T DUMP         |
| ENG/COMPONENT MFG |            | ENG/COMPONENT MODEL |
| CUMMINS           |            | NHC 250             |

2. ENGINE TO BE REPLACED IS/IS NOT CONSIDERED TO BE ECONOMICALLY REPAIRABLE.

3. (IF APPLICABLE) REPL ENGINE OBTAINED LOCALLY FROM (USN NUMBER OF UNIT FROM WHICH IT WAS REMOVED).

**FIGURE 1-3. Engine or Component Replacement Request Message  
 Sample, DD Form 173/3**

## **Section 9. AUGMENT EQUIPMENT ASSIGNMENT AND REPLACEMENT REQUEST INSTRUCTIONS**

### **1901. ASSIGNMENT REQUEST SUBMISSION INSTRUCTIONS**

a. Requests from the Commanding Officer, or his designated representative, for augment equipment, will be forwarded to the respective SECONDNCB/THIRDNCB Equipment Office. Justification information such as project description, location, construction estimated earthwork volume, number of Equipment Operators (EO) and Construction Mechanics (CM) on board, or other pertinent information to substantiate the requirement, must be forwarded with the request.

b. The respective SECONDNCB/THIRDNCB Equipment Office assigns equipment directly to the appropriate NMCB or detachment, as required.

### **1902. REPLACEMENT REQUEST SUBMISSION INSTRUCTIONS**

a. Requests for replacement of equipment are forwarded to the respective SECONDNCB/THIRDNCB Equipment Office. Justification information for replacement, such as condition code, accident damage, high usage, wear and tear due to extended deployment, or other pertinent information that justifies the replacement, must be forwarded with the request.

b. The respective SECONDNCB/THIRDNCB Equipment Office will review the replacement request, and if approved, will ship the equipment directly to the appropriate unit or detachment.

c. Upon approval and replacement of augment equipment, the respective SECONDNCB/THIRDNCB Equipment Office will forward disposition instructions for the replaced equipment to the appropriate unit.

## **Section 10. PUBLICATIONS AND INSTRUCTIONS**

**11001. GENERAL REQUIREMENTS.** The most current versions of the following publications and instructions will be maintained by the administrative section of ALFA Company and retained on-site:

- a. NAVFAC P-300, Management of Transportation Equipment.
- b. NAVFAC P-307, Management of Weight Handling Equipment.
- c. NAVFAC MO-403, Navy Driver Handbook.
- d. NAVFAC P-1051, Container Operation Manual.
- e. COMSECONDNCB/COMTHIRDNCBINST 11200.1, Naval Construction Force Equipment Management.

f. COMSECONDNCB/THIRDNCBINST 11200.2, Use of Government Vehicles by Deployed NCF Units.

g. COMSECONDNCB/COMTHIRDNCBINST 11200.3, Reconditioning Standards for CESE and MHE.

h. COMSECONDNCB/COMTHIRDNCBINST 11200.4, Component Overhaul Program.

i. COMCBPAC/COMCBLANTINST 5100.1 (NCF Safety Manual).

j. OPNAVINST 11240.16/DOD 4500.36R, DOD Management of Motor Vehicles.

k. COMCBPAC/COMCBLANTINST 8023.1, NCF Blaster Certification Program.

l. DODINST 4145.19R-1, DOD Management of MHE.

m. COMCBPAC/COMCBLANTINST 1500.21, Underwater Construction Team Skill/Training Requirements (UCT Only).

n. International Road Signs.

o. NAVSEA OP 2239, Transportation of Hazardous Cargo.

p. Federal Motor Carrier Safety Regulations (Parts 390-397).

q. SLC/CESO Maintenance Bulletins.

r. SECONDNCB/THIRDNCB Equipment Officer's Technical Bulletins.

s. SECONDNCB/THIRDNCB Equipment Officer's Modification Work Orders.

t. COMSECONDNCB Requirements Only:

(1) COMSECONDNCBINST 1200.12B, Quarry Crusher.

**11002. REFERENCE INSTRUCTIONS.** The following instructions are required to be maintained in ALFA Company at the main body site only.

a. COMSECONDNCB/COMTHIRDNCBINST 1500.1, Naval Construction Force Skill/Training Requirements Program.

b. COMCBPAC/COMCBLANTINST 4400.3, Seabee Supply Manual.

c. COMCBPAC/COMCBLANTINST 5600.1, Instructions for Initial Outfitting and Maintenance of Civil Engineer Support Equipment (CESE) Technical Manuals.

## **Section 11. MONTHLY CESE/MHE AVAILABILITY REPORT**

### **11101. MONTHLY CESE/MHE AVAILABILITY REPORT**

a. All COMSECONDNCB/COMTHIRDNCB units are directed to submit a monthly Civil Engineer Support Equipment/Material Handling Equipment (CESE/MHE) Report. The report is sent BY the close of business on the FIFTH DAY of the FOLLOWING month, via message. For units under COMSECONDNCB area of responsibility (AOR) send message to SECONDNCB Det Gulfport, MS with an information copy sent to COMSECONDNCB Little Creek, VA, and SECONDNCB Det Atlantic/Europe if deployed to either of those sites. For units under COMTHIRDNCB (AOR) send message to THIRDNCB Equipment Det Port Hueneme, CA with an information copy sent to COMTHIRDNCB, Pearl Harbor, HI.

b. CESE/MHE, which cannot be used to meet operational or contingency commitments due to the following reasons, should be reported.

(1) Deadline Applies to all equipment that cannot be returned to service to perform all intended functions; has been determined by the maintenance supervisor, or higher authority, that repair parts are required, and that the parts are not obtainable within 3 working days.

(2) Non-availability All equipment deadlined, awaiting shop entry, disposition, or any reason that does not allow equipment to be dispatched prior to close of business. Non-availability is figured on a 24-hour, 7-day week basis.

c. CESE/MHE which has been placed in active/inactive storage will be reported separately in item 7.

### **11102. MONTHLY CESE/MHE AVAILABILITY REPORT INSTRUCTIONS**

a. Step 1. At the end of each day the Maintenance Supervisor will collect, from individual shop supervisors, the total number of units of active equipment remaining in shops or awaiting repairs. Summarize the number of units into the total active in for PM, in for interim, and in for miscellaneous.

b. Step 2. At the end of the month, the Maintenance Supervisor will total all daily totals and divide by the number of days in that month to obtain an average for the month.

**11103. STORAGE PROCEDURES.** The respective SECONDNCB/THIRDNCB Equipment Officer will designate the storage program. Live Storage. Due to varying tasking from one deployment to the next, deployed units often have CESE/MHE on hand, which are not used for extended periods during deployment. This extra equipment consumes maintenance man-hours and funds, and often suffers deterioration from exposure to the elements. Equipment should be

placed in live storage when there is no foreseeable operational need for the equipment for a period of time covering two PM cycles (80 working days). Refer to NAVFAC P-300, Appendix N.

**CESE AVAILABILITY WORKSHEET**

| DATE | DAY | IN<br>SHOP | ON<br>D/L | OPEN<br>HARD<br>CARD | TOTAL NOT<br>AVAILABLE<br>TO<br>DISPATCH | TOTAL<br>AVAILABLE<br>FOR<br>DISPATCH | TOTAL<br>CESE ON<br>SITE | DAILY<br>AVG<br>% |
|------|-----|------------|-----------|----------------------|--|---------------------------------------|--------------------------|-------------------|
|      | MON |            |           |                      |  |                                       |                          |                   |
|      | TUE |            |           |                      |  |                                       |                          |                   |
|      | WED |            |           |                      |  |                                       |                          |                   |
|      | THU |            |           |                      |  |                                       |                          |                   |
|      | FRI |            |           |                      |  |                                       |                          |                   |
|      | SAT |            |           |                      |  |                                       |                          |                   |
|      | SUN |            |           |                      |  |                                       |                          |                   |
|      | MON |            |           |                      |  |                                       |                          |                   |
|      | TUE |            |           |                      |  |                                       |                          |                   |
|      | WED |            |           |                      |  |                                       |                          |                   |
|      | THU |            |           |                      |  |                                       |                          |                   |
|      | FRI |            |           |                      |  |                                       |                          |                   |
|      | SAT |            |           |                      |  |                                       |                          |                   |
|      | SUN |            |           |                      |  |                                       |                          |                   |
|      | MON |            |           |                      |  |                                       |                          |                   |
|      | TUE |            |           |                      |  |                                       |                          |                   |
|      | WED |            |           |                      |  |                                       |                          |                   |
|      | THU |            |           |                      |  |                                       |                          |                   |
|      | FRI |            |           |                      |  |                                       |                          |                   |
|      | SAT |            |           |                      |  |                                       |                          |                   |
|      | SUN |            |           |                      |  |                                       |                          |                   |
|      | MON |            |           |                      |  |                                       |                          |                   |
|      | TUE |            |           |                      |  |                                       |                          |                   |
|      | WED |            |           |                      |  |                                       |                          |                   |
|      | THU |            |           |                      |  |                                       |                          |                   |
|      | FRI |            |           |                      |  |                                       |                          |                   |
|      | SAT |            |           |                      |  |                                       |                          |                   |
|      | SUN |            |           |                      |  |                                       |                          |                   |
|      | MON |            |           |                      |  |                                       |                          |                   |
|      | TUE |            |           |                      |  |                                       |                          |                   |
|      | WED |            |           |                      |  |                                       |                          |                   |
|      | THU |            |           |                      |  |                                       |                          |                   |
|      | FRI |            |           |                      |  |                                       |                          |                   |
|      | SAT |            |           |                      |  |                                       |                          |                   |
|      | SUN |            |           |                      |  |                                       |                          |                   |
|      | MON |            |           |                      |  |                                       |                          |                   |
|      | TUE |            |           |                      |  |                                       |                          |                   |
|      | WED |            |           |                      |  |                                       |                          |                   |
|      | THU |            |           |                      |  |                                       |                          |                   |
|      | FRI |            |           |                      |  |                                       |                          |                   |
|      | SAT |            |           |                      |  |                                       |                          |                   |
|      | SUN |            |           |                      |  |                                       |                          |                   |
|      | MON |            |           |                      |  |                                       |                          |                   |

**FIGURE 1-4. CESE Availability worksheet**

FM: NMCB 1234//A6//  
 TO: SECONDNCB DET GULFPORT MS //N46//  
 (OR)  
 THIRDNCB EQUIPMENT DET PORT HUENEME CA //N46//  
 INFO: COMSECONDNCB NORFOLK VA  
 COMSECONDNCB DET ATLANTIC/EUROPE  
 (OR)  
 COMTHIRDNCB PEARL HARBOR HI  
 (AND)  
 (PARENT NMCB IF APPLICABLE)

BT

UNCLAS //N01200//  
 MSGID/GENADMIN/NMCB 1234//

SUBJ/MONTHLY CESE AVAILABILITY REPORT//  
 RMKS//1. THE FOLLOWING REPORT IS FOR THE MONTH OF NOV 1999.  
 2. AVERAGE AVAILABILITY FOR THE MONTH:  
 ORGANIC: 95% AUGMENT: 92%  
 3. AVERAGE PM TO INTERIM RATIO: 7 TO 1  
 4. UNITS DEADLINED: ORGANIC: 1 AUGMENT: 1  
 DATE USN NUMBER REASON REQ NUMBER STATUS  
 7123 94-11233 (O) WINDSHIELD 7305-A081 ON ORDER  
 7234 51-18855 (A) GENERATOR 7253-A0606 RECEIVED  
 5. MAINTENANCE COST FOR THE MONTH:  
 (A) Supply: \$3,452.00  
 6. UTILIZATION FOR THE MONTH:  
 MILES: 1867 HOURS: 23  
 7. UNITS: 273 ACTIVE ORGANIC: 220 ACTIVE AUGMENT: 23  
 STORED ORGANIC: 30 STORED AUGMENT: 0  
 8. UNITS AWAITING DISPOSITION: ONE

|                                 | <u>USN</u>       | <u>UNIT CORRESPONDENCE</u> | <u>STATUS</u>      |
|---------------------------------|------------------|----------------------------|--------------------|
|                                 | 52-10235         | 3NCB LTR N4621/389         | AWAITING DRMO DATE |
| 9. MECHANIC TO EQUIPMENT RATIO: | (MECH/EQUIP) 1:4 |                            |                    |
| 10. SEAS REPORT:                |                  |                            |                    |
|                                 | NIS              | N/C                        | STOCK              |
|                                 | DEM              | DEM                        | ISSUE              |
|                                 | TOTAL            | NET                        | GROSS              |
|                                 | DEM              | EFF                        | EFFECT             |
|                                 | GOAL             | GOAL                       | GOAL               |
| SIM                             | 0                | 0                          | 168                |
| NON                             | 5                | 23                         | 188                |
| TOTAL                           | 5                | 23                         | 356                |
|                                 | 168              | 216                        | 384                |
|                                 | 100%             | 97%                        | 98%                |
|                                 | 90%              | N/A                        | 90%                |
|                                 | 100%             | 87%                        | 92%                |
|                                 | N/A              | 90%                        | 90%                |
| 11. ACCIDENTS:                  |                  |                            |                    |
|                                 | <u>USN</u>       | <u>COST</u>                | <u>DATE</u>        |
| 12. COMMENTS:                   |                  |                            |                    |
| //                              |                  |                            |                    |

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**FIGURE 1-5. Monthly CESE Availability Report Sample**

1. Report is from the first to the last day of each month.
2. Availability: Separate equipment availability into Organic and Augment. For each, include equipment in storage and units awaiting disposition approval (by Naval letter) in the total units assigned. Do not include units approved for disposition still on site (i.e. awaiting a trip to DRMO).
3. Total PMS completed, divided by total interims completed, equals PM to interim ratio; (If no interims were performed, write "NO INTERIMS").
4. Deadlined: Separate deadline Organic and Augment. List Julian dates in ascending order (oldest first). Major Reason: one or two word general description of component or part making unit non-operational. NORS Requisition Number and status.
5. Maintenance Cost: Dollar value of all NAVSUP Form 1250-1/-2s for the month including DTO chits. (Figure obtained from the Supply Department). NOTE: Dollar values from SNAP II should be checked closely to ensure reported figures are for the specific site and not system total.
6. Utilization: Miles and hours should only be reported for SECOND/THIRDNCB CESE. Miles and hours for CESE on loan or leased from NON-SECOND/THIRDNCB units should be reported separately in this paragraph as "LEASED".
7. Units: List number of Active and Stored for both Organic and Augment equipment.
8. Disposition: Units awaiting disposition will be carried as pending disposition until notified by the respective SECONDNCB/THIRDNCB Equipment Office. Upon receipt of letter, disposition action will be taken.
9. Self-explanatory.
10. SEAS Report: Supply Edit-Audit and SIM System (SEAS) Report for both Gross and Net Effectiveness for CESE repair parts for the reporting month.
11. Accidents: List any accidents occurring during the reporting month by USN, cost to repair, and date of accident.
12. This is an optional paragraph. Use it to provide any pertinent information. Examples are: Deadlined attachments, receipt of CESE, progress on MAV items, etc. NOTE: The SEAS data is outlined in the NAVSUP P-485 pgs. 6-200 through 6-201. Report only the current month's information.

**FIGURE 1-5. Monthly CESE Availability Report Sample (Continued)**



**ALFA COMPANY ADMINISTRATION CHECKLIST**

1. Are all key billet personnel familiar with the contents of current COMSECONDNCB/COMTHIRDNCB instructions pertaining to their field of responsibility?

|   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| a. A-4  | _____      | _____     |
| b. A-3  | _____      | _____     |
| c. Cost Control   | _____      | _____     |
| d. DTO Clerk  | _____      | _____     |
| e. PM Clerk   | _____      | _____     |
| f. Inspectors   | _____      | _____     |
| g. Transportation Supervisor                            | _____      | _____     |
| h. Dispatcher   | _____      | _____     |
| i. License Examiner/Mishap Investigator/<br>Road Master | _____      | _____     |
| j. Yard Boss  | _____      | _____     |
| k. Crane Crew Supervisor                                | _____      | _____     |
| l. Collateral Equipment Custodian                       | _____      | _____     |
| m. Technical Librarian                                  | _____      | _____     |
| n. Tool Room Attendant                                  | _____      | _____     |

2. Are the following pertinent publications/instructions available and kept current?

|   |       |       |
|---|-------|-------|
| a. NAVFAC P-300<br>(Management of Transportation<br>Equipment)  | _____ | _____ |
| b. NAVFAC P-307<br>(Management of Weight Handling<br>Equipment) | _____ | _____ |
| c. NAVFAC MO-403<br>(Navy Driver Handbook)                      | _____ | _____ |

|   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| d. NAVFAC P-1051<br>(Container Operation Manual)  | _____      | _____     |
| e. COMSECONDNCB/COMTHIRDNCBINST 11200.1<br>Series (Naval Mobile Construction<br>Battalion Equipment Management)       | _____      | _____     |
| f. COMSECONDNCB/COMTHIRDNCBINST 11200.2<br>Series (Use of Government Vehicles by<br>Deployed NCF Units)               | _____      | _____     |
| g. COMSECONDNCB/COMTHIRDNCBINST 11200.3<br>Series (Reconditioning standards for<br>CESE and MHE)                      | _____      | _____     |
| h. COMSECONDNCB/COMTHIRDNCBINST 11200.4<br>Series (Component Overhaul Program)  | _____      | _____     |
| i. COMSECONDNCB/COMTHIRDNCBINST 4454.2<br>Series (Management of ISO Containers)                                       | _____      | _____     |
| j. COMCBPAC/COMCBLANTINST 5100.1 Series<br>(NCF Safety Manual)  | _____      | _____     |
| k. OPNAV 11240.16A (DOD 4500.36R<br>(DOD Management of Motor Vehicles)  | _____      | _____     |
| l. COMSECONDNCB/COMTHIRDNCB 8023.2<br>(NCF Blaster Certification Program)   | _____      | _____     |
| m. DOD 4145.19R-1<br>(DOD Management of MHE)  | _____      | _____     |
| n. COMCBPAC/COMCBLANTINST 1500.21 Series<br>(Underwater Construction Team Skill/<br>Training Requirements (UCT Only)) | _____      | _____     |
| o. International Road Signs   | _____      | _____     |
| p. NAVSEA OP 2239<br>(Transportation of Hazardous Cargo)  | _____      | _____     |
| q. Federal Motor Carrier Safety<br>Regulations (Parts 390-397)  | _____      | _____     |
| r. COMSECONDNCB Requirements Only:  |            |           |
| (1) COMSECONDNCBINST 11200.12<br>Quarry/Crusher)  | _____      | _____     |

|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 3. Are the following items on-hand and current?  |            |           |
| a. SLC Maintenance Bulletins   | _____      | _____     |
| b. SECONDNCB/THIRDNCB Equipment<br>Officer's Technical Bulletins   | _____      | _____     |
| c. SECONDNCB/THIRDNCB<br>Modification Work Orders  | _____      | _____     |
| d. NAVAL CRANE CENTER<br>Crane Safety Advisories   | _____      | _____     |
| e. NAVAL CRANE CENTER<br>Equipment Deficiency Memorandums  | _____      | _____     |
| 4. Is the company organization chart<br>current and posted?  | _____      | _____     |
| 5. Is the correspondence pertaining to<br>equipment which requires action<br>segregated to ensure that necessary<br>action is complete? (Action Board) | _____      | _____     |
| 6. Is a Standard Subject Identification<br>Coding System being utilized? (SSIC)  | _____      | _____     |
| 7. Is a Safety Program in place?   |            |           |
| a. Are company safety Petty Officers<br>designated?  | _____      | _____     |
| b. Are stand-up safety lectures being<br>conducted and documented?   | _____      | _____     |
| c. Are all personnel using respirators<br>on the respirator program? Have<br>they been certified?  | _____      | _____     |

## CHAPTER 2. ALFA COMPANY OPERATIONS

### Section 1. ORGANIZATION TITLES AND DUTIES

This chapter encompasses the ALFA Company organization; Operator Maintenance Responsibility; Operational Control of Automotive, Construction, and Material handling Equipment; Identification, Registration, Preservation, Inventory Control and Storage of Collateral Equipment; Equipment Attachments and Accessory Components; Operator Testing and Licensing; Naval Construction Force Crane Program; and the ALFA Company Operations CESE Visit Guide.

#### 2101. GENERAL REQUIREMENTS

a. Operations Supervisor (A-3). The Operations Supervisor supervises all personnel who operate equipment and enforces the policies of the unit Equipment Officer. The Operations Supervisor works with project officers and equipment users to coordinate equipment requirements and to review project plans, specifications, and estimates. The Operations Supervisor, through the operations section of ALFA Company, maintains administrative and operational control over all assigned equipment.

b. Dispatcher. The Dispatcher, normally an EO1, holds a key equipment management position in the unit, and controls the day-to-day equipment assignments and CESE usage. The Dispatcher's primary duties are to receive and evaluate requests for vehicles and then dispatch suitable equipment from authorized resources. Dispatchers must provide for the most economical use of manpower and equipment while ensuring equipment safety, security, and proper use.

(1) Dispatcher Qualifications. Personnel selected as dispatchers should have:

(a) the ability to convey information and instructions in a concise, tactful, and understandable manner;

(b) the ability to exercise good judgment;

(c) the ability to make decisions quickly and to work efficiently under pressure;

(d) administrative, clerical, and record-keeping abilities;

(e) knowledge of equipment sizes, types, uses, and limitations;

(2) Dispatcher Responsibilities. The Dispatcher's primary duty is to manage the unit's equipment resources

efficiently within the general policies and directives of the U.S. Navy and according to local policies, as directed by the unit Equipment Officer. The Dispatcher also provides:

(a) Route Information. The Dispatcher must brief operators on the weather, road conditions, routes to be followed, and emergency procedures. In addition to knowing the general details of the most frequently traveled routes, the Dispatcher must know weight limits on roads and bridges, low-clearance viaducts, and traffic hazards, and must be able to direct inexperienced operators on the routes to be followed, and the location of checkpoints. The dispatcher should have a good knowledge of local transportation systems, schedules, and routes. Familiarity with local laws and regulations governing the use of equipment is needed.

(b) Equipment Status. By maintaining equipment status boards and assignment sheets that list all equipment assigned to the unit, the Dispatcher knows the current status and location of every assigned item of equipment in order to evaluate and schedule requests for equipment and services. The equipment status boards are color-coded to identify the current status, general assignment, and location of each vehicle.

(c) Keys. The Dispatcher controls the keys to all vehicle-locking devices, and secures all primary circuit ignition keys and padlocks. All self-propelled automotive equipment with non-locking ignition switches (i.e. Battle Switches) will have a method installed for padlocking the steering wheel or gearshift lever. Dispatch offices without a 24-hour duty watch must use locked key cases or cabinets. Spare keys will be maintained in the equipment history jackets.

(d) Records. The Dispatcher maintains all required forms and records. The paperwork flow is outlined and explained in Section 3 of this chapter. The Dispatcher ensures that CESE required to operate over the road contains mishap reporting procedures and forms. See section 2301-B-8 for further instructions. Section 5 of this chapter further explains mishap reporting. The dispatcher also collects feeder data such as inventory, allowance status, equipment availability/non-availability, and usage/cost information.

(e) Equipment Scheduling. The Dispatcher rotates vehicles between jobs, where practical, to equalize equipment usage. Unused equipment is fully exercised weekly to minimize deterioration and documented that day in the CESE cycle log. All equipment must be made available for preventive maintenance service as scheduled by the maintenance branch.

c. Equipment Yard Supervisor. The Equipment Yard Supervisor, the "Yard Boss", normally an EO1, has one of the operations section's most important jobs, and supervises a minimum crew of four personnel, for example, one EO2, one EO3 and

two EO non-rates. The Yard Boss manages the equipment yard and the CESE parked in it; establishes and enforces traffic control through the yard, such as stop signs, speed limits, and one-way-traffic flow; maintains and establishes parking lines and areas, such as ready-line and waiting-entry-into-shop line; is in charge of the vehicle refueling station and equipment wash rack; and ensures that all operator maintenance procedures are performed correctly to reduce equipment breakdowns. The "Yard Boss" determines operator liability because he is familiar with the equipment and should know what dents and damages are new. Working with the Dispatcher, the "Yard Boss" cycles and exercises equipment not otherwise used during that week. The Equipment Yard Supervisor shall ensure that all operators are performing pre-start checks of CESE prior to dispatching, and shall ensure that all Operator's Inspection Guide and Trouble Reports (NAVFAC Form 9-11240/13) are properly completed prior to returning the trip ticket to dispatch.

d. License Examiner/Mishap Investigator/Roadmaster. The unit License Examiner/Roadmaster must be designated in writing by the Commanding Officer or the Officer in Charge (OIC) of a Construction Battalion Unit (CBU). Normally an EO1, the License Examiner plans and administers the licensing program, maintains a comprehensive bank of license tests, investigates vehicular/equipment mishaps, and supervises the operator training program. To operate the program, an EO2 should be assigned as an assistant. Before the examiner issues or validates a license, each applicant's qualifications are determined. Knowledge tests, clinical tests, and performance qualification tests are locally conducted. The License Examiner must be experienced in all aspects of the operation, servicing and safety requirements of all equipment the examiner is designated to license in accordance with NAVFAC P-300. The examiner maintains license files and records for each assigned person with a U.S. Government Operator's License. The appointed License Examiner shall become familiar with and maintain a library of publications, or pertinent sections thereof, listed in paragraph 2502 a.

## **2102. EQUIPMENT ASSIGNMENT**

a. Assignment Policies. The Equipment Officer, normally through use of his operations sections and dispatcher, assigns the Unit's equipment to each job or requirement. The Equipment Officer must evaluate the Unit's mission requirements and individual vehicle requests against the equipment available, and evaluate and approve all class "B" assignments. Assigning equipment is a compromise that the operations section does by applying the following basic criteria:

(1) The least number of vehicles necessary to accomplish commitments shall be assigned.

(2) Equipment type, size, and capacity shall be matched to the job.

(3) Equipment shall be assigned only to jobs it can do safely.

b. Automotive Assignments. The following are categories of automotive vehicle assignments:

(1) Class "A" Dispatch. This category is the full-time assignment of a vehicle to an individual. Class "A" continuing dispatch shall be made only when authorized by the Chief of Naval Operations (CNO).

(2) Class "B" Dispatch. This category is the recurring assignment of the same vehicle to a department, office, or project when required for the effective conduct of official business. Assignments on a Class "B" basis shall not be made if it is possible to use pool vehicles. Except for Class "A" dispatch, vehicles shall not be assigned to individuals for their exclusive use. Because Class "B" vehicles normally receive minimal operator maintenance, good management practices require that these assignments be minimized and that each vehicle be dispatched every day. The Equipment Officer must approve all Class "B" vehicle assignments. Class "B" vehicles will have trip tickets renewed on a weekly basis. Class "B" vehicle use shall be continuously reviewed to ensure that the vehicles are not being used just for convenience, but are required to conduct official business. Class "B" assigned vehicles will not exceed five (5) percent of the active assigned CESE. Class "B" vehicles being misused will be changed to Class "C" assignments.

(3) Class "C" Dispatch. All CESE not dispatched under Class "A" or "B" shall be assigned as pool vehicles. Vehicle pools provide Operations maximum control over equipment and ensure efficient and economical vehicle use. Class "C" vehicles are dispatched on an as-needed basis for authorized daily or individual trips. Sub-pools or auxiliary parking areas should be established when necessary.

c. Equipment Pool Services. Motor pools provide the majority of a Unit's equipment requirements. The following are some services provided by a motor pool:

(1) On-Call Service. In this category, operators and equipment are assigned from the equipment pool to fill requests. Requesters shall indicate time and date required, complete description of the job, and other data as prescribed by local commanders. Requests shall be submitted according to unit procedures. The Operations Supervisor is responsible for establishing the quantity and type of equipment best suited to fill these requests. Requests are delegated to the Dispatcher through the Transportation Supervisor. The Dispatcher, working

with personnel requesting the equipment, establishes priorities for service.

(2) U-Drive it Dispatch. Vehicles in this category are pool vehicles (class "C") made available for operation by the user. Operator's of U-Drive-it vehicles must be licensed and qualified. These vehicles are normally dispatched on a first-come, first-serve basis.

(3) Taxi Service. Activities should consider establishing a taxi service. Taxis provide the Dispatcher with a means of moving people without having to assign more Class "B" vehicles. Radio dispatched taxis reduce the number of pool vehicles required by increasing the Dispatcher's control.

(4) Scheduled Service. This is normally a shuttle bus or loop-type service that provides inter-base personnel movement. Before establishing scheduled service between bases or installations (inter-base), which involves travel on public highways, OPNAVINST 11240.8G (DOD 4500.36R) must be complied with, and approval obtained from the head of the DOD component concerned.

d. Borrowed CESE. To maintain the desired degree of reliability and extend the life cycle of equipment, an effective maintenance program must be instituted. It has been noted in the past that first echelon maintenance and preventive maintenance is not always performed to an acceptable level on equipment borrowed from or loaned to another unit. Below is an outline of the steps to be taken when borrowing equipment from other activities or loaning it out. The joint inspection form (figure 2-1) will become a permanent part of the equipment history jacket once the term of the loan is completed.

(1) The A6 will make the decision on whether or not any piece will be loaned out or borrowed. He/she will ensure that all personnel in the chain of command understand their responsibilities in the loan agreement. The A4 and A3 will jointly ensure that the equipment is maintained in the highest state of readiness during the loan period.

(a) The Maintenance Supervisors from both units will establish an agreement as to the maintenance intervals for the equipment to be loaned/borrowed. The borrowing unit will provide feedback to the loaning unit when maintenance or repairs are conducted to the borrowed equipment. All required reports/forms will be completed and delivered to the loaning unit in a timely manner. All borrowed CESE/MHE will be reported to the respective Brigade Equipment Office as a separate line item on the borrowing unit's monthly CESE report.



(b) First Echelon Maintenance: The borrowing unit will perform all daily/hourly maintenance as prescribed by the manufacturer. Costs for POL and consumables required to perform this action will be borne by the borrowing unit.

(c) Scheduled Preventive Maintenance: The borrowing unit will provide the labor required to perform regularly scheduled maintenance as prescribed by the manufacturer, provided the majority of the miles/hours accumulated are a result of the borrowing unit's use. The loaning unit will provide parts required to complete the maintenance action.

(d) Unscheduled Repairs: The borrowing unit will provide the labor to complete normal repairs that resulted from their use of the equipment. The loaning unit will provide the repair parts. If the required repairs are a result of an accident, misuse or abuse, the borrowing unit will provide the labor and repair parts funding.

(e) Complete the Equipment Evaluation Inspection Guide in Appendix B of this instruction for all equipment and the Attachment Evaluation Inspection Guide in Appendix C of this instruction for all attachments.

**JOINT INSPECTION FORM FOR BORROWED CESE**

|                               |                               |
|-------------------------------|-------------------------------|
| USN_____                      | DESCRIPTION_____              |
| <u>OUT</u>                    | <u>IN</u>                     |
| MILES/HOURS_____/_____        | MILES/HOURS_____/_____        |
| LOANING UNIT REPRESENTATIVE   | LOANING UNIT REPRESENTATIVE   |
| NAME_____                     | NAME_____                     |
| SIGNATURE_____                | SIGNATURE_____                |
| BORROWING UNIT REPRESENTATIVE | BORROWING UNIT REPRESENTATIVE |
| NAME_____                     | NAME_____                     |
| SIGNATURE_____                | SIGNATURE_____                |
| PHYSICAL CONDITION:_____      |                               |
| _____                         |                               |
| _____                         |                               |

**FIGURE 2-1. Joint Inspection Form for Borrowed CESE**

## Section 2. OPERATOR'S MAINTENANCE RESPONSIBILITY

### 2201. GENERAL REQUIREMENTS

a. Operator Responsibility. Every operator must keep the vehicle and equipment assigned to him/her clean, safe, in serviceable condition, and perform daily operator's maintenance. Equipment must be inspected daily and any defects noted so they may be corrected before a serious breakdown or mishap occurs. NCF equipment is scheduled for preventive maintenance every 40 working days. No piece of equipment can be expected to operate for 40 working days without daily operator care. Many units of equipment have hourly and daily lubrication points. This lubrication is the responsibility of the operator. Supervisors must ensure that equipment is maintained as outlined in the operator's manual.

b. Prestart Inspection. A prestart inspection consists of performing the services listed on the Operator's Inspection Guide and Trouble Report, NAVFAC Form 9-11240/13 (figure 2-2) also called a "hard card", or computer generated form. This inspection basically covers inspection of fuel, oil, water, hydraulic fluid, and battery levels; inspection of tires, lug nuts, lights, safety devices, drive belts, cargo, mounted equipment; inspection for leaks and exterior or interior damage; and lubrication as required. Do not operate defective or unsafe equipment. Note any discrepancies on the hard card/daily PM report and forward immediately to the Yard Boss.

c. Operating Checks. The operator must identify items needing attention: smell (burning rubber, grease or clutches), hearing (unusual noises), sight (instruments), and feeling (drag, pull, and vibration). Tires should be periodically inspected for flats, and rocks between duals, for example. During operation, lubrication is the responsibility of the operator. If a defect is suspected, stop the equipment and investigate. Ensure that defects that could damage the equipment or impair safe operations are repaired before returning the equipment to use.

d. Wheel Chocks. Wheel chocks are only required for vehicles not equipped with spring actuated parking brakes or pawl engaged parking brakes. The chocks will be placed at the operator's front wheel assembly. All rolling stock will be chocked when being worked on in any area.

e. After Operation Services. After operation, the operator performs established shutdown procedures as prescribed in the appropriate operator manuals and any other services as directed. This service consists of checking equipment cleanliness (wash and

| OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT  |   |
|---|---|
| REGISTRATION NO.  | ODOMETER READING                                  |
| Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel. |   |
|   | 1. DAMAGE (Exterior/Interior/Missing Components)  |
|   | 2. LEAKS (Oil, Gas, Water)                        |
|   | 3. TIRES (Check inflation, abnormal wear)         |
|   | 4. FUEL, OIL, WATER SUPPLY (Antifreeze in season) |
|   | 5. BATTERY (Check water level, cables, etc.)      |
|   | 6. HORN   |
|   | 7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS         |
|   | 8. INSTRUMENTS (Oil, Air, Temperature, etc.)      |
|   | 9. WINDSHIELD WIPER                               |
|   | 10. CLEAN WINDSHIELD/VEHICLE INTERIOR             |
|   | 11. CARGO, MOUNTED EQUIPMENT                      |
|   | 12. STEERING                                      |
|   | 13. SAFETY DEVICES (Seat belts, flares, etc.)     |
|   | 14. DRIVE BELTS/PULLEYS                           |
|   | 15. BRAKES (Drain air tank when equipped)         |
|   | 16. OTHER (Specify in "Remarks")                  |
| DATE  | OPERATOR'S SIGNATURE                              |
| REMARKS   |   |

NAVFAC 9-11240/13 (12-69)

Supersedes DOD Form 1358

S/N 0105-LF-004-1195

☆ U.S. GPO: 1983-605-010/8469 2-1

FIGURE 2-2. Operator's Inspection Guide and Trouble Report  
NAVFAC Form 9-11240/13

steam clean as appropriate); draining air tanks and covering exhaust stacks; closing doors, windows, and hoods; setting brakes; blocking dump beds for draining; and topping off fuel tanks and performing all necessary lubrication maintenance due as directed by manufacturer's recommendations/specifications. Supervisors will ensure that the equipment is protected against the weather, and that the hard card/daily PM report is completed, initialed by the yard boss and returned to the Dispatcher.

### **Section 3. AUTOMOTIVE, CONSTRUCTION, AND MATERIAL HANDLING EQUIPMENT OPERATIONAL CONTROL**

#### **2301. GENERAL REQUIREMENTS**

a. For purposes of this instruction, the words "Operations Branch" and "Maintenance Branch" refer to the Operations Platoons and Maintenance Platoons.

b. The Operations Branch will ensure that:

(1) Equipment is operated according to established procedures and all safety precautions are rigidly observed.

(a) All automotive equipment operators are instructed that transportation of passengers is on the basis of authorized trips and for official business. Picking up civilians, including children, is strictly forbidden.

(b) All construction and material handling equipment operators are instructed that this type of equipment is assigned to units in order to accomplish assigned construction tasks. It will not be used for transporting personnel. Qualified operators, trainees, and supervisory instructors are the only personnel authorized on construction and material handling equipment. The number of persons on any piece of operating construction equipment will not exceed the number of seats.

(2) Operation of equipment is performed according to local regulations and conditions as disseminated by the tasked unit.

(3) Personnel assigned to operate automotive, construction, or material handling equipment shall be qualified and licensed.

(4) Equipment is made available for preventive maintenance service as scheduled by the Maintenance Branch.

(5) Equipment not being used is cycled and exercised weekly. This will ensure deterioration does not occur while in a standby status.

(6) A system is in effect that will provide the current status of all equipment.

(7) Personnel operating automotive, construction, or material handling equipment will perform operator maintenance.

(8) A "Crash Package" will accompany all vehicles dispatched for operations. In it will be the following information, at a minimum. Local laws may require more.

(a) STANDARD FORM 91.

(b) DD 518.

(c) DETAILED INSTRUCTIONS ON WHAT TO DO IN CASE OF AN ACCIDENT, TO INCLUDE:

1. STEPS TO TAKE AT AN ACCIDENT SCENE.
2. LIST OF BATTALION AND LOCAL EMERGENCY SERVICES PHONE NUMBERS.
3. LOCAL INFORMATION (TRANSLATION DOCUMENTS).
4. INSTRUCTIONS ON HOW TO FILL OUT THE SF91 AND DD518.
5. MAPS AND OR ROUTE INSTRUCTIONS (AS APPLICABLE)

(9) In the event a piece of CESE should become lost or stolen, it shall be reported according to COMSECONDNCB/COMTHIRDNCBINST 4400.3A, chapter 5, paragraph 5008.

c. Instructions for the use and control of the equipment company forms follow.

(1) On the first work day of each week, the pool supervisor forwards the preceding week's dispatch forms: DD Form 1970 (figures 2-3 and 2-4), NAVFAC Form 9-11240/2 (figure 2-5), "Dispatch Log", and NAVFAC Form 9-11240/13 (figure 2-2) to the ALFA Company Operations Supervisor for review, during which he determines whether:

(a) All forms are being completed according to current COMSECONDNCB/COMTHIRDNCBINST instructions.

(b) The Dispatcher is providing accurate usage (miles/hours) to Cost Control.

(c) The Project Supervisors of remote projects are required to submit NAVFAC Form 11240/13s Trouble Reports and DD Form 1970s, Motor Vehicle Utilization Records, and 11240/2

Dispatch Log to the Dispatcher daily for inclusion in the weekly package.

(d) The Dispatcher is being informed of the operational status of equipment assigned to remote projects.

(e) The use and operation of vehicles and equipment is in accordance with local regulations and conditions as set forth by the tasked unit.

d. After reviewing the forms, the Operations Supervisor initials and dates the package of forms and returns the package to the Pool Supervisor for action and filing.

e. DD Form 1970, NAVFAC Forms 9-1124/2 and 9-11240/13 are retained on file for a period of 90 days, after which they may be discarded. Forms may be retained longer, if required, by the tasked unit.

**2302. MOTOR VEHICLE UTILIZATION RECORD (DD Form 1970, figure 2-3).**

a. The DD Form 1970, Motor Vehicle Utilization Record (figure 2-3) or the computer-generated trip ticket will be used for each item of CESE on a daily or trip basis.

b. Under no circumstances will a vehicle or DD Form 1970 be issued to a person who does not have in their possession a valid U.S. Government Motor Vehicle Operator's Identification Card, OF 346 (figure 2-9), that covers the size vehicle requested.

c. The following information will be completed by the dispatcher/operator on the DD Form 1970:

- (1) Date
- (2) Type of vehicle
- (3) Registration number/USN number
- (4) Organization
- (5) Fuel and oil, when obtained from facilities other than parent command (record in the "remarks" column)
- (6) Operator's name and signature
- (7) Dispatcher's name and signature
- (8) Odometer or hour meter reading "out" and "in"

(9) Such other information as required by command or local regulations

d. The reverse side of the DD Form 1970 (figure 2-2) contains instructions for completion of all required blocks.

e. NCF users are not required to complete blocks labeled "destination" or "time", unless otherwise directed by the unit's Equipment Officer.



| MOTOR EQUIPMENT UTILIZATION RECORD    |                   |        |                             |                            |                    |                                    |     |
|---------------------------------------|-------------------|--------|-----------------------------|----------------------------|--------------------|------------------------------------|-----|
| DATE (YYMMDD)                         | TYPE OF EQUIPMENT |        | REGISTRATION NO./SERIAL NO. |                            | ADMINISTRATION NO. |                                    |     |
| ORGANIZATION NAME                     |                   | ACTION | TIME                        | MILES                      | HOURS              | FUEL                               | OIL |
| 1ST OPERATOR (Last Name, First, M.I.) |                   | IN     |                             |                            |                    | REPORT TO (Last Name, First, M.I.) |     |
| OPERATOR'S SIGNATURE                  |                   | OUT    |                             |                            |                    | DISPATCHER'S SIGNATURE             |     |
|                                       |                   | TOTAL  |                             |                            |                    |                                    |     |
| 2D OPERATOR (Last Name, First, M.I.)  |                   | IN     |                             |                            |                    | REPORT TO (Last Name, First, M.I.) |     |
| OPERATOR'S SIGNATURE                  |                   | OUT    |                             |                            |                    | DISPATCHER'S SIGNATURE             |     |
|                                       |                   | TOTAL  |                             |                            |                    |                                    |     |
| 3D OPERATOR (Last Name, First, M.I.)  |                   | IN     |                             |                            |                    | REPORT TO (Last Name, First, M.I.) |     |
| OPERATOR'S SIGNATURE                  |                   | OUT    |                             |                            |                    | DISPATCHER'S SIGNATURE             |     |
|                                       |                   | TOTAL  |                             |                            |                    |                                    |     |
| 4TH OPERATOR (Last Name, First, M.I.) |                   | IN     |                             |                            |                    | REPORT TO (Last Name, First, M.I.) |     |
| OPERATOR'S SIGNATURE                  |                   | OUT    |                             |                            |                    | DISPATCHER'S SIGNATURE             |     |
|                                       |                   | TOTAL  |                             |                            |                    |                                    |     |
| DESTINATION                           |                   | TIME   |                             | RELEASED BY<br>(Signature) |                    | REMARKS                            |     |
|                                       |                   | ARRIVE | DEPART                      |                            |                    |                                    |     |
| FROM                                  |                   |        |                             |                            |                    |                                    |     |
| 1.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 2.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 3.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 4.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 5.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 6.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 7.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 8.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 9.                                    |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 10.                                   |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 11.                                   |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 12.                                   |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 13.                                   |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 14.                                   |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 15.                                   |                   |        |                             |                            |                    |                                    |     |
| TO                                    |                   |        |                             |                            |                    |                                    |     |
| 16.                                   |                   |        |                             |                            |                    |                                    |     |

DD FORM 1970 SN 0102-LF-001-9701

(Continue on Reverse)

PREVIOUS EDITIONS MAY BE USED

FIGURE 2-3. Motor Vehicle Utilization Record  
DD Form 1970 (Front)

|     |  |  |  |  |
|-----|--|--|--|--|
| TO  |  |  |  |  |
| 17. |  |  |  |  |
| TO  |  |  |  |  |
| 18. |  |  |  |  |
| TO  |  |  |  |  |
| 19. |  |  |  |  |
| TO  |  |  |  |  |
| 20. |  |  |  |  |
| TO  |  |  |  |  |
| 21. |  |  |  |  |
| TO  |  |  |  |  |
| 22. |  |  |  |  |
| TO  |  |  |  |  |
| 23. |  |  |  |  |
| TO  |  |  |  |  |
| 24. |  |  |  |  |
| TO  |  |  |  |  |
| 25. |  |  |  |  |
| TO  |  |  |  |  |
| 26. |  |  |  |  |
| TO  |  |  |  |  |
| 27. |  |  |  |  |
| TO  |  |  |  |  |
| 28. |  |  |  |  |
| TO  |  |  |  |  |
| 29. |  |  |  |  |

## INSTRUCTIONS

- \*1. *Date.* Enter the calendar date the equipment is to be used.
2. *Type of Equipment.* Enter the type of equipment as designated in the equipment log.
3. *Registration Number or Serial Number.* Enter the equipment registration number or serial number.
4. *Administration Number.* Enter the unit bumper or administrative number.
5. *Organization Name.* Enter the organization to which the equipment is assigned.
- \*6. *Operator.* Enter the name of the equipment operator.
7. *Operator's Signature.* The equipment operator (item 6) will enter signature immediately upon receipt of equipment.
- \*8. *Time.* Indicate time to the nearest 5 minutes using the 24-hour clock.
- a. *In.* Enter time equipment was returned from dispatch or use.
- b. *Out.* Enter the time the equipment was released for operation by the dispatcher.
- c. *Total.* Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.
- \*9. *Miles.* Will be recorded to the nearest whole mile.
- a. *In.* The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.
- b. *Out.* The dispatcher will enter the mileage reading at the time of dispatch.
- c. *Total.* Enter the difference between the "Out" and "In" mileage.

- \*10. *Hours.* Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.
- a. *In.* The operator will enter the hour meter reading upon completion of the equipment usage.
- b. *Out.* The dispatcher will enter the hour meter reading prior to equipment release.
- c. *Total.* Enter the total hours dispatched for operation.
11. *Fuel/Oil.* Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.
- \*12. *Report To.* Enter the name of the individual to whom the operator is to report.
13. *Dispatcher's Signature.* Self-explanatory
14. *Destination.* Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations.
- \*15. *Time.* All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.
- a. *Arrive.* Enter the arrival time at each destination.
- b. *Depart.* Enter the departure time from the motor pool and each succeeding location.
16. *Released By.* The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.
17. *Remarks.* The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

\*Items marked with an asterisk (\*) have been registered in the DOD Data Element Program.

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FIGURE 2-4. Motor Vehicle Utilization Record  
DD Form 1970 (Back)

**2303. DAILY DISPATCHING RECORD OF MOTOR VEHICLES; DISPATCHER'S LOG (NAVFAC Form 9-11240/2, figure 2-5).**

a. All vehicles dispatched with a DD Form 1970 (figure 2-3) are listed on NAVFAC Form 9-11240/2 (figure 2-5).

b. Each form contains the following information:

(1) Date.

(2) Operator's name.

(3) Vehicle registration/USN number.

(4) Time out/time in.

(5) Total miles/hours.

(6) Such other information as required by command or local regulations.

c. The Equipment Status Board (figure 2-6) may be used to eliminate the necessity for daily entries on the NAVFAC Form 9-11240/2 of equipment assigned to projects remote from the dispatch office for extended periods. However, the completion of the DD Form 1970 and NAVFAC Form 11240/2 are still required on a daily or trip basis for this equipment, and will not exceed a 7-day period. The Project Supervisor maintains operational control of said equipment and keeps the Dispatcher informed as to operational status (PMs, repairs, etc.).

**2304. EQUIPMENT STATUS BOARD.** An Equipment Status Board (figure 2-6) is used for all automotive, construction, and material handling equipment, and reflects the following information (use "BEEP" TAB to keep information current):

a. NAVFAC Equipment Code (EC), (taken from the equipment master record) listed in ascending order.

b. USN number listed in ascending numerical order within equipment code group.

c. Short description taken from the Equipment Tab A.

d. Location (project, shop or pool).

e. PM group(s).

f. Remarks (if desired).

[illegible]

FIGURE 2-5. Dispatcher's Log NAVFAC Form 11240/2

|     | * Code | USN      | Description      | Location       | PM Group | Remarks                  |
|-----|--------|----------|------------------|----------------|----------|--------------------------|
|     |        |          |                  |                |          |                          |
| (1) | 030700 | 94-88650 | Trk 1 4T Util    | A CO CDR       | 37       |                          |
|     |        |          |                  |                |          |                          |
| (1) | 036000 | 95-19190 | Trk 1-1/4T Cargo | Pool           | 1        |                          |
| (2) |        | 95-21098 |                  | Ops Supervisor | 21       | Shop 2.20 Deadlined 2.24 |
|     |        |          |                  |                |          |                          |
| (1) | 053900 | 95-16749 | Trk 2-1/2T Cargo |                | 2        |                          |
|     |        |          |                  |                |          |                          |
| (3) | 058700 | 96-27071 | Trk 5T Dump      | UT Project     | 3        | Excess Ltr 4570 Ser XXX  |
| (3) |        | 96-27072 |                  | Pool           | 23       | Excess Ltr 4570 Ser XXX  |
| (4) |        | 96-33439 |                  |                |          | Due 3.3 Ltr 4610 Ser XXX |
| (4) |        | 96-33451 |                  |                |          | Due 3.3 Ltr 4610 Ser XXX |
|     |        |          |                  |                |          |                          |
| (1) | 058800 | 96-32607 | Trk 5T Cargo     | UT Project     | 7        |                          |
|     |        |          |                  |                |          |                          |
| (1) | 060700 | 96-32926 | Trk 5T TT        | Pool           | 5        |                          |
|     |        |          |                  |                |          |                          |
| (1) | 073000 | 96-36101 | Trk Wrecker      | Heavy Shop     | 11       |                          |

\* Optional column for color disc usage

Legend

- (1) Black - Inservice, Operational
- (2) Red - Deadline
- (3) Green - Pending Replacement
- (4) Orange - Ordered in
- (5) Blue - Optional Detachment, Etc.

FIGURE 2-6. Equipment Status Board

**2305. OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT  
NAVFAC Form 9-11240/13, figure 2-2).**

a. The NAVFAC Form 9-11240/13 is issued by the Dispatcher prior to issuing trip tickets. The form is to be completed according to the instructions contained thereon, and returned to the Yard Boss for review and initials. The NAVFAC Form 9-11240/2 (figure 2-5, Dispatcher's Log) is completed prior to issuing the DD Form 1970 (figure 2-3).

b. The Yard Boss reviews all Trouble Reports (Hard Cards) to determine deficiencies that require immediate attention. Any safety deficiency warrants immediate repairs.

(1) If deficiencies are not the operator's responsibility, the vehicle will be turned in to the shop for repairs and will not be dispatched until deficiencies are corrected.

(2) If deficiencies are the operator's responsibility the Yard Boss will instruct the operator to make the required repairs. When repairs have been made and have been inspected by the Yard Boss, the vehicle may be dispatched.

(3) After repairs have been made, or if no repairs are required, a trip ticket, DD Form 1970, may be issued.

(4) The Dispatcher maintains a file of Trouble Reports (Hard Cards) that have discrepancies by PM group. When the vehicle goes into the shop for scheduled PM, these cards will accompany the vehicle to the inspection stations to insure that the inspector has a history of the vehicle since the last PM.

c. Each NAVFAC Form 9-11240/13 contains the following:

- (1) USN number.
- (2) Date.
- (3) Total miles/hours.
- (4) Appropriate items checked.
- (5) Adequate description of trouble.
- (6) Operator's signature.
- (7) Any other items required locally.

#### **Section 4. COLLATERAL EQUIPMENT, ATTACHMENTS AND ACCESSORY COMPONENTS INSTRUCTIONS, CONTROL, AND STORAGE**

**2401. GENERAL REQUIREMENTS.** The ALFA Company Collateral Equipment and Accessory Component Custodian responsibilities are to be performed as outlined in paragraph 2404 and 2405.

**2402. COLLATERAL EQUIPMENT TYPES.** To make a basic item of equipment complete and self-sustaining often requires additional items, or "collateral equipment." Two basic types of collateral equipment are component and tactical.

a. Component collateral equipment consists of items such as hoses for pumps and bits for earth augers. These items are normally procured on the same contract as the basic machine. The equipment history jacket should contain a list of the amount and types of component collateral equipment. The Navy rarely procures all collateral equipment available for any particular machine. Activities unable to determine the correct collateral equipment for an item of CESE should request assistance from the respective SECONDNCB/THIRDNCB Equipment Office.

b. Tactical collateral equipment consists of items common to the equipment, such as top canvas and tarpaulin, bows and side racks, spare tire and rim, jack and lug wrench, chains with hooks, and chain binders.

**2403. COLLATERAL EQUIPMENT CONTROL.** The Commanding Officer, or Officers-in-Charge, shall ensure that all collateral equipment is either properly mounted on the equipment or properly stored. Periodic equipment inspections by the Commanding Officer, or his authorized delegate, should include inspections of collateral equipment to ensure that proper preservation, control, and accountability are maintained. The Equipment Officer shall designate a Collateral Equipment Custodian.

**2404. COLLATERAL EQUIPMENT CUSTODIAN.** To control collateral equipment, the custodian shall do the following:

a. Inventory. Maintain an accurate up-to-date location list of the unit's Collateral equipment using the CB 60 Form (figure 2-7).

(1) The CB 60 Form is the main inventory card and shall be kept up-to-date at each issue, return to stock, and upon receipt of new equipment.

(2) Complete a CB 60 Form for each line item of equipment, annotating NSN and description. The card file is by EC-USN sequence.

(3) Initiate NAVSUP Form 1250-1/-2 per instructions paragraph 3303 subparagraph d (figures 3-9 and 3-10) for all

losses or damage that require reordering, and enter requisition number on a CB 60 Form.

(4) All outstanding requisitions shall be entered in the document number block of the transaction record area of the CB 60 Form to prevent excessive reordering.

(5) All receipts, issues, and losses shall be entered in the appropriate blocks on a CB 60 Form.

(6) Allowance quantity block shall contain the total allowance of a particular line item of equipment. High limit/low limit blocks are not applicable.

(7) Inventory date, quantity and signatures are entered in the blocks (marked inventory custody) on the far right of the form.

(8) Subcustody/custody signatures go in the column headed by the words "I acknowledge custody of this item in the quantity indicated in the inventory record block."

(9) The actual location of collateral equipment should be entered to help locate and check collateral equipment for inventory and issue. This information shall be found by an inventory of the collateral equipment assigned to a unit of equipment prior to that USN numbered equipment being put in the shop for each Preventive Maintenance cycle. For collateral equipment that requires ordering, the Collateral Equipment Custodian shall submit a completed NAVSUP Form 1250-1 or 1250-2 (figure 3-8 and 3-10) that is to be attached to the Equipment Repair Order by the Maintenance Inspector.

b. Order. Shortages and replacements shall be ordered when required. Ensure that appropriate records are maintained for each requisition submitted. This is done through proper use of the CB 60 Form.

c. Manage. Sub-custody of component collateral equipment is assigned to the operator or crew leader by signature on a CB 60 Form (figure 2-7) on an as needed basis.



55

(1) A CB 60 Form shall be filled out for each piece of collateral equipment for controlled issue, signature, and inventory purposes (figure 2-7).

(2) A CB 60 Form for each item shall have all appropriate entries plus the equipment code and USN number. The card file is maintained and indexed by equipment code (EC) with ascending USN numbers.

(3) Accountability:

(a) Class "B" assigned CESE: The operator will sign the CB 60 Form assuming custody for mounted collateral equipment.

(b) Class "C" assigned CESE: The ALFA Company Yard Boss shall sign for all mounted collateral equipment. All personnel checking out equipment shall be held accountable for attached collateral equipment. In case of loss or damage to collateral equipment, the operator shall notify the Yard Boss, Dispatcher and the equipment office so damage or loss can be assessed, and proper supply action can be taken.

(4) All damaged or lost collateral equipment shall be entered on the CB 60 Form, and a NAVSUP Form 1250-1/-2 initiated to ensure replacement.

(5) Only collateral equipment assigned to a given piece of USN numbered equipment shall normally be issued for that equipment. Any additional equipment required shall be issued from on hand stocks on a completed CB 60 Form (figure 2-7).

(6) The person who has sub-custody of collateral equipment knows that they will be held responsible and subject to investigation for negligence, loss, or damage.

(7) All personnel shall be notified at time of checkout that they will be held responsible for any negligence, loss or damage of collateral gear.

d. Storage. Store all non-mounted or non-issued collateral equipment in a secure location. To expedite inventory, items shall be tagged with the assigned USN number and grouped by either type or USN number. All losses or receipts shall be entered on the CB 60 Form (figure 2-7). **Stored items must be maintained in good repair at all times**, re-preserved on the regularly scheduled preventive maintenance due date and protected from the elements.

e. Transfer and Disposal. When a battalion, detachment, or detail is relieved on site, a joint inventory is held by both the relieved and relieving units. The relieved unit ensures that all collateral equipment or copies of requisitions (with requisition numbers) for shortages are turned over to the relieving unit.

(1) Unless otherwise instructed in the shipping directive, all collateral equipment for a particular machine shall be properly prepared for shipment and transferred along with that machine. All small items shall be placed in a box stenciled with the USN number and securely attached to the vehicle. A full allowance of collateral equipment shall be maintained. Extra and obsolete collateral equipment shall be disposed of with the basic machine.

**2405. PREVENTIVE MAINTENANCE SEQUENCE.** The sequence of steps to be taken for the preventive maintenance (PM) of collateral equipment is as follows:

a. Maintenance Supervisor notifies Dispatcher of published preventive maintenance schedule.

b. Maintenance Supervisor notifies Collateral Equipment Custodian of schedule for preventive maintenance group (PMG).

c. Dispatcher notifies the Yard Boss of vehicles due for preventive maintenance. The Yard Boss ensures cleanliness of vehicle by washing and steam cleaning as needed.

d. The Yard Boss has vehicles scheduled for preventive maintenance driven to collateral equipment office.

e. Collateral Equipment Custodian inspects all collateral equipment for completeness, deterioration, preservation, shelf life, and proper stowage.

f. Actual vehicle inspection by Collateral Equipment Custodian shall include the following:

(1) NAVSUP Form 1250-1/1250-2 (figures 3-9 and 3-10) prepared for lost, damaged, or deteriorated collateral equipment.

(2) Outstanding requisition entered on CB 60 Form.

(3) Amount adjusted on CB 60 Form.

(4) Complete block 65 (man-hours) and 67 (mechanic's initials) of Equipment Repair Order (ERO).

g. Collateral Equipment Custodian forwards inspected vehicle, with Equipment Repair Order (ERO), NAVFAC Form 11200/41 (figure 3-4), and NAVSUP Form 1250-1/1250-2, to the Maintenance Inspector.

h. The Yard Boss signs the customer approval block of the ERO upon completion of the work order and return of the CESE to service.

## **2406. STOWAGE, PRESERVATION, AND INVENTORY CONTROL OF ATTACHMENTS**

a. Attachments are properly stowed on some kind of hard stand (for example, concrete pad, matting) to keep items out of sand, mud and water, and to allow drainage of rainwater. These attachments and accessories are inspected for accountability, proper stowage and preservation on a regular basis. Stowage is accomplished in the following manner:

(1) Cables, sheaves, bolt threads, and so forth, are lubricated and preserved as required to ensure they remain in good operating condition.

(2) Nuts are screwed onto the corresponding bolts and located in their respective holes when possible.

(3) Boom pendants are attached to the boom extensions cables are coiled and attached to clamshell buckets to minimize loss and to expedite changeover from one operation to another.

(4) Attachment accessories, for example lagging, bucket teeth, chain, sprockets, and wedges, are placed in a box or on pallets and marked for the appropriate attachments.

(5) Exposed machined surfaces and open parts are preserved to prevent oxidation and damage while in stowage.

(6) Hydraulic lines and fittings are sealed to prevent dirt and moisture from accumulating in the hydraulic system.

(7) All attachments belonging to one USN number shall be stowed together.

b. The ALFA Company Attachments Custodian (appointed by the ALFA Company Commander) maintains a card file and log that shows when the attachments were last lubricated, cycled, and any damage incurred from one operation to another. In addition, the Attachments Custodian is responsible for the segregated stowage of all attachments and their associated accessories. All attachments not utilized during the week must be cycled.

c. An Attachments Status Board (figure 2-8), is maintained in the dispatcher's office by the Attachment Custodian, and reflects the following information:

(1) Attachment code.

(2) NAVFAC identification number.

(3) Abbreviated description.

(4) The USN number of the piece of equipment to which the attachment is assigned.

(5) Preventive Maintenance Group (PMG) (the same PMG as the equipment to which the attachment is assigned).

(6) Location and remarks.

d. Unless otherwise instructed in the shipping directive, all attachments (with accessories) assigned for a particular machine will be prepared and transferred along with that machine.

## ATTACHMENTS STATUS BOARD

| <u>NAVFAC<br/>Code</u> | <u>I.D. No.</u> | <u>Description</u> | <u>USN No.<br/>Assigned</u> | <u>PMG</u> | <u>Location<br/>and Remarks</u> |
|------------------------|-----------------|--------------------|-----------------------------|------------|---------------------------------|
| A01000                 | L175B-BH-5      | BACKHOE            | 45-01799                    | 17         | ATTACHMENT PAD                  |
| A02500                 | 255-BB-56       | BOOM BUTT          | 42-01778                    | 9          | 42-01778 (MTD)                  |
| A03000                 | 32-BE-72        | BOOM EXT           | 82-03173                    | 14         | ATTACHMENT PAD                  |

FIGURE 2-8. Attachments Status Board Sample

**2407. COMSECONDNCB/COMTHIRDNCB EQUIPMENT ATTACHMENTS MANAGEMENT CONTROL**

a. Attachments to be transferred to overhaul or to another unit are prepared and shipped according to chapter 1, section 4.

b. When attachments are transferred without equipment from one COMSECONDNCB/COMTHIRDNCB unit to another:

(1) The transferring unit forwards one copy of the registration record to the receiving unit.

(2) The receiving unit prepares a corrected Equipment Attachment Registration Record, NAVFAC Form 6-11200/45 (figure 2-9), with the new USN registration number and other applicable data of the equipment to which the attachment is assigned. The hard copy is retained in the applicable equipment history jacket. Duplicate copies are forwarded within 10 days to both the SECONDNCB/THIRDNCB Equipment Offices.

(3) When attachments are transferred to other than COMSECONDNCB/COMTHIRDNCB units, the letter of transmittal shows attachment I.D. numbers.

**2408. EQUIPMENT ATTACHMENTS SURVEY AND EXCESS**

a. Attachments are surveyed as directed by SECONDNCB/THIRDNCB Equipment Office.

b. Attachment I.D. numbers are listed on turn-in document DD Form 1348-1 with a brief description of the attachment (e.g., backhoe or boom tip). Attachments turned in with CESE are listed on the same turn-in document as the CESE to which it is assigned.

**2409. NAVFAC EQUIPMENT ATTACHMENT REGISTRATION RECORD SUBMISSION AND COMPLETION REQUIREMENTS (NAVFAC Form 6-11200/45, figure 2-9).**

a. Completion Requirements. The following detailed instructions are provided to assist in the completion of the Equipment Attachment Registration Record, NAVFAC Form 6-11200/45.

| EQUIPMENT ATTACHMENT REGISTRATION RECORD<br>NAVFAC 6-11200/45 (1-70) S/N 0103,11,007,5405 |  |                                   |  |                           |  |                          |  |                                  |  | 22. NAVFAC ID NO.<br>T20-CL-1002  |  |
|---|--|-----------------------------------|--|---------------------------|--|--------------------------|--|----------------------------------|--|-----------------------------------|--|
| 1. ATTACHMENT CODE<br>A09000  |  | 2. TYPE ATTACHMENT<br>CABLE LAYER |  | 3. MODEL NO.<br>4067      |  | 4. SERIAL NUMBER<br>8720 |  |                                  |  |                                   |  |
| 5. LENGTH (Inches)<br>6"  |  | 6. WIDTH (Inches)<br>10"          |  | 7. HEIGHT (Inches)<br>52" |  | 8. CABLES (Public Feet)  |  | 9. SIZE/CAPACITY<br>36" 1" cable |  |                                   |  |
| 10. MANUFACTURER (Name and Address)<br>American Tractor Equipment Corp.                   |  |                                   |  |                           |  |                          |  |                                  |  | 11. WEIGHT (Lb)<br>450            |  |
| 13. SHORT DESCRIPTION<br>ECC 4850 TRACTOR CRAWLER   |  |                                   |  |                           |  |                          |  |                                  |  | 12. TSN<br>---                    |  |
| 14. MAKE<br>INT   |  |                                   |  |                           |  |                          |  |                                  |  | 15. MODEL<br>TD20                 |  |
| 16. DATE RECEIVED<br>4/26/92  |  |                                   |  |                           |  |                          |  |                                  |  | 17. ACCESSORIES                   |  |
| 19. ASSIGNED TO<br>48-00000   |  |                                   |  |                           |  |                          |  |                                  |  | 20. ACQUISITION COST<br>\$ 600.00 |  |
| 21. JULIAN DATE REGISTERED<br>2 1 1 1 7   |  |                                   |  |                           |  |                          |  |                                  |  | 22. NAVFAC ID NO.<br>T20-CL-1002  |  |

Three fairlead assemblies

FIGURE 2-9. Equipment Attachment Registration Record NAVFAC Form 6-11200/45



**Block No.** **Enter**

- 1 Attachment Code (see appendix A)
- 2 Appropriate attachment nomenclature using short description (e.g., backhoe, boom extension, rock rake or ripper)
- 3 Attachment model number
- 4 Attachment serial number
- 5 Actual length of attachment (in inches)
- 6 Actual width of attachment (in inches)
- 7 Actual height of attachment (in inches)
- 8 Actual cube of attachment (cu. ft.)
- 9 Actual size or capacity of attachment (e.g., 3/4 yd, or 20 ton)
- 10 Name and address of attachment manufacturer
- 11 Actual weight of attachment (if actual or shipping weight is not available, estimate)
- 12 Federal Stock Number
- 13 Short description of equipment
- 14 Make of equipment
- 15 Model of equipment
- 16 Year of equipment manufacture
- 17 List all items such as shearing, crowd and rehaul assembly, lagging, high and low gantry, etc.
- 18 USN number to which assigned
- 19 Date received
- 20 Leave blank
- 21 Leave blank. SECONDNCB/THIRDNCB Equipment Office will enter the Julian Date.
- 22 Leave blank. SECONDNCB/THIRDNCB Equipment Office will enter the NAVFAC I.D. number top and bottom.

b. Submission Requirements

(1) Attachments Received Without NAVFAC Identification Numbers. Submit within 30 days NAVFAC Equipment Attachment Registration Record, NAVFAC Form 6-11200/45, in duplicate, to SECONDNCB/THIRDNCB Equipment Office and request the assignment of a NAVFAC I.D. number. Retain one copy in history jacket until annotated copy is returned.

(2) Attachments Reassigned From One USN Number to Another. When directed by SECONDNCB/THIRDNCB Equipment Office to reassign attachments from one USN number to another, submit completed NAVFAC Form 6-11200/45 to SECONDNCB/THIRDNCB Equipment Office within 10 days after effecting the transfer. Retain one copy of completed form in the appropriate history jacket.

**2410. AFFIXING NAVFAC IDENTIFICATION NUMBERS**

a. Each attachment will be assigned an identification number (space 22 on NAVFAC Equipment Attachment Registration Record) by SECONDNCB/THIRDNCB Equipment Office. When the I.D. number is assigned, it is inscribed on a metal plate approximately 2 inches high and is permanently affixed to the attachment. The numbers are to be approximately 1-1/2 inches high and should be of steel weld applied to that portion of the attachment least subject to normal wear, and painted on completion of application.

b. First segment of the I.D. number shall be identical to the model number of the unit of CESE it is assigned to. Examples are booms, backhoe, fairleads or other attachments peculiar to a particular make and model machine.

c. Do not weld or drill and bolt directly to structural items. Affix to these items only as a last resort and then use mounting hardware that does not alter the structural integrity of the area attached to. For guidance contact the respective COMSECOND/COMTHIRDNCB Equipment Office.

**Section 5. OPERATOR TESTING AND LICENSING PROGRAM IMPLEMENTATION****2501. GENERAL REQUIREMENTS**

a. Personnel Selection. A program to select, train, qualify and supervise operators is essential for the effective accomplishment of assigned missions and for the safe and efficient operation of motor vehicles, construction and material handling equipment. A program carefully planned and properly administered ensures that only personnel with physical and mental qualities which enables them to become competent operators are selected; that selected personnel are thoroughly trained in all phases of operation; and that only personnel of proven qualifications are licensed.

b. Training. The cumulative effects of poor operating habits are a cause of excessive downtime for repairs and mishaps that may result in loss of life, injury, financial liability, property damage and adverse public opinion. An active program of training and effective supervision substantially reduces the burden on maintenance personnel and the problem of resupply for repair parts and replacement equipment. Training before issuance of a license is extremely important, and must be conducted by qualified personnel. Training shall include, but need not be limited to operator responsibilities; rules, regulations, and traffic laws; traffic control signs, signals, and markings; mishap prevention through safe driving practices; mishap report procedures, forms, and reports; functions of major assemblies and attachments; operator maintenance, and fundamentals of vehicle operation; safety precautions; road and skill tests. The trainee shall be under the supervision of a qualified operator. Specific guidance for implementing an approved training license program is in the P-300, pg. 3-32, para 3.10.5.

c. Written Examination. Applicants are given, and must successfully pass, a written examination based on traffic laws and regulations, safe driving habits, and safe operating practices on applicable equipment. The purpose of this examination is to determine the degree of preparedness of the applicant prior to the administration of performance qualification tests. The written examination also provides a means to determine the applicant's knowledge of data not generally evident in performance tests. Applicants are required to read the Operator's Manual prior to testing.

d. Performance Test. All performance tests (excluding cranes) must be given by the License Examiner. Applicants must successfully pass an operational performance or road test. In addition to operating or driving qualifications, the applicants must perform pre- and post-operation operator's maintenance as outlined in the operator's manual for the specific piece of equipment for which the applicant is being tested.

e. Authorized Operation. Possession of an OF 346, or NAVFAC Form 11260/2 (see figures 2-10 and 2-12), constitutes authorization to operate motor vehicles or equipment.

(1) Possession of a valid state operator's license is NOT required for the issuance of an OF 346 or NAVFAC Form 11260/2 to military personnel on active duty.

(2) Road test licenses are no longer valid. The NCF equipment (cranes excluded) may be moved from yard to shop and shop to yard as required to accomplish repairs without the operator possessing a valid license. Shop inspectors who are required to road test or evaluate equipment must be qualified operators and must possess a valid operator's license.

| OF 346<br>11,45 USOPM<br>FPM Chapter 930   |                     | <b>U.S. Government Motor Vehicle<br/>Operator's Identification Card</b> |  | Card No.                                | Restrictions  |                               |          |                     |  |  |  |  |  |  |  |  |  |
|--|---------------------|---|--|---|---|-------------------------------|----------|---------------------|--|--|--|--|--|--|--|--|--|
| Name of Operator (Not Transferable)  |                     | Sex   | Signature of Operator (Not valid until signed) |   | <b>QUALIFIED TO OPERATE</b><br><table border="1"> <tr> <th>Type Vehicle and/or Equipment</th> <th>Capacity</th> <th>Qualifying Official</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table> | Type Vehicle and/or Equipment | Capacity | Qualifying Official |  |  |  |  |  |  |  |  |  |
| Type Vehicle and/or Equipment  | Capacity            | Qualifying Official   |  |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
|  |                     |   |  |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
|  |                     |   |  |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
|  |                     |   |  |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
| Date of Birth  | Social Security No. |   | Name and Location of Issuing Unit              |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
| Height   | Weight              | Hair Color  | Eye Color                                      | Signature and Title of Issuing Official |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
| Date Issued  | Date Expires        |   |  |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
| The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles. |                     |   |  |   | <b>OTHER RECORDS (Optional)</b><br><table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>  |                               |          |                     |  |  |  |  |  |  |  |  |  |
|  |                     |   |  |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
|  |                     |   |  |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
|  |                     |   |  |   |   |                               |          |                     |  |  |  |  |  |  |  |  |  |
| NSN 7540-00-634-3999   |                     |   |  |   | 50346-101   |                               |          |                     |  |  |  |  |  |  |  |  |  |

OF 346 Front and Back

**FIGURE 2-10. U.S. Government Motor Vehicle Operator's Identification Card**

f. Revoked or Suspended Licenses. Operator licenses may be revoked or suspended at any time for cause. Requests for re-examination of operators whose licenses have been suspended or revoked should specifically outline the incidents leading to the suspension or revocation. This special training emphasis should be placed on that portion of the re-examination.

g. License Renewal. Provided the renewal date is prior to the expiration date of the applicant's present license, an operator is required to satisfactorily complete a physical examination, and a written examination when deemed necessary. Re-examination of applicants whose licenses have expired is in accordance with paragraph 2501 subparagraphs c and d.

h. Lost or Mutilated Cards. Lost, destroyed or mutilated cards may be replaced upon verification of the individual record. Verification can be accomplished by referring to the NAVFAC Form

11240/10, or NAVFAC Form 11260/2 (figures 2-11 and 2-12), filed in the License Examiner's records.

i. Examiner Qualifications. The Commanding Officer or CBU Officer in Charge appoints the License Examiner by letter. The best-qualified licensed equipment operator available for this purpose is appointed and has supervisory status. Qualified instructors or examiners must hold a license for the specific CESE for which they conduct operator training or testing and be completely familiar with all aspects of safe and effective operation. Further, they shall be competent to instruct, examine, and test license applicants. This includes the capability to develop and conduct formal courses of classroom instruction on the various aspects of equipment operation and safety. The license examiner will make every effort to become qualified on ALL CESE in the P-25. Performance tests for cranes are administered by the Crane Certifying Officer and the Crane Test Director.

j. Administrative/Personnel Office. The administrative/personnel office shall inform the License Examiner of all traffic violations and notices of license suspensions or revocations referred to them through official channels. They shall ensure that the check-in/check-out process includes the license examiner for the purpose of forwarding the NAVFAC Form 11240/10 (figure 2-11), and NAVFAC Form 11260/2 (figure 2-12), in the individual's service record, and for registering their license when reporting aboard. The License Examiner shall be kept informed of all departing personnel to ensure that NAVFAC Forms 11240/10 and 11260/2 are forwarded for filing in the applicable person's service record prior to transfer. They shall file all NAVFAC Forms 11240/10 and 11260/2 according to paragraph 3 of NAVMILPERSCOM ART 5030200.

k. Medical Department. The medical department conducts all physical examinations referred to them by the License Examiner. Certificates of medical examination, Standard Form 78 or Standard Form 47 (figure 2-13), shall be used to establish the physical capabilities required by applicable sections of this manual.

APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD  
NAVFAC 11240/10 (REV. 10-75) S/N 0105-LF-012-4055

*(See Privacy Act statement and instructions on reverse)*

☐ NEW ☐ RENEWAL

## PART I – APPLICATION

|   |  |   |  |                              |  |                       |  |                           |  |                  |  |
|---|--|---|--|------------------------------|--|-----------------------|--|---------------------------|--|------------------|--|
| 1. NAME (Last, First, Middle Initial)             |  |   |  | 2. RANK/RATE/GRADE AND TITLE |  |                       |  | 3. ACTIVITY               |  |                  |  |
| 4. AGE  |  | 5. DATE OF BIRTH                              |  | 6. PLACE OF BIRTH            |  |                       |  | 7. SOCIAL SECURITY NUMBER |  |                  |  |
| 8. SEX  |  | 9. WEIGHT                                     |  | 10. HEIGHT                   |  | 11. COLOR OF HAIR     |  | 12. COLOR OF EYES         |  |                  |  |
| 13. SHOP NAME/NUMBER AND APPLICANT'S BADGE NUMBER |  |   |  |                              |  | 14. SUPERVISOR (Name) |  |                           |  | 15. PHONE NUMBER |  |
| 16a. TYPE OF IDENTIFICATION CARD (Check)          |  | 16b. TYPES OF VEHICLES TO BE OPERATED (Check) |  |                              |  |                       |  |                           |  |                  |  |
| <input checked="" type="checkbox"/>               |  | <input checked="" type="checkbox"/>           |  |                              |  |                       |  |                           |  |                  |  |
| REGULAR   |  | PASSENGER CAR                                 |  | BUS (GAS AND DIESEL)         |  | TRUCK 4 x 4           |  |                           |  |                  |  |
| RESTRICTED  |  | PICKUP TRUCK                                  |  | TRUCK TRACTOR & SEMITRAILER  |  | TRUCK 6 x 6           |  |                           |  |                  |  |
| EXPLOSIVE   |  | TRUCKS TO 2 TONS                              |  | FIRE TRUCK                   |  | TRUCK FIRE/CRASH      |  |                           |  |                  |  |
| EMERGENCY VEHICLE                                 |  | TRUCKS TO 5 TONS                              |  | AMBULANCE                    |  | TRUCK TANK            |  |                           |  |                  |  |
| AVGAS REFUELER                                    |  | TRUCKS TO 10 TONS                             |  | MOTORCYCLE & SCOOTERS        |  | OTHER (Explain below) |  |                           |  |                  |  |
| 17. EXPLANATION                                   |  |   |  |                              |  |                       |  |                           |  |                  |  |

## PART II - OPERATOR'S PAST PERFORMANCE RECORD

| PART II OPERATOR'S LAST PERFORMANCE RECORD |                   |                        |       |                       |  |
|--|-------------------|------------------------|-------|-----------------------|--|
| DATE                                       | VEHICLE TYPE/SIZE | LICENSES ISSUED        |       | NO. YRS. DRIVING EXP. | LIST ACCIDENTS, VIOLATIONS, ARRESTS<br>(If any) AND ACTION TAKEN |
|  |                   | STATE                  | OTHER |                       |  |
| 1  | 2                 | 3                      | 4     | 5                     | 6  |
|  |                   |                        |       |                       |  |
|  |                   |                        |       |                       |  |
|  |                   |                        |       |                       |  |
|  |                   |                        |       |                       |  |
|  |                   |                        |       |                       |  |
|  |                   |                        |       |                       |  |
|  |                   |                        |       |                       |  |
| 7. I CERTIFY THE ABOVE TO BE CORRECT.      |                   | SIGNATURE OF APPLICANT |       |                       | DATE   |

### PART III - EXAMINATION RESULTS

| 1. SCORES IN DRIVING TESTS |  | ✓   |       | 2. SCORES ACHIEVED IN TESTS | ✓   |       | 3. GOVERNMENT VEHICLES AUTHORIZED TO OPERATE ( <i>List</i> ) |
|----------------------------|--|-----|-------|-----------------------------|-----|-------|--|
|                            |  | SAT | UNSAT |                             | SAT | UNSAT |  |
| a. ROAD TEST               |  |     |       | a. WRITTEN                  |     |       |  |
|                            |  |     |       | b. PHYSICAL                 |     |       |  |
| b. EQUIPMENT INSPECTION    |  |     |       | c. PSYCHOPHYSICAL           |     |       |  |
| 4. REMARKS                 |  |     |       |                             |     |       |  |

**PART IV - ACTION BY ADMINISTERING OFFICIAL**

|   |  |  |                             |                                 |
|---|--|--|-----------------------------|---------------------------------|
| 1. IDENTIFICATION CARD ISSUED<br><input type="checkbox"/> YES <input type="checkbox"/> NO *   |  | 2. IDENTIFICATION CARD NUMBER          | DATE ISSUED (Mo., Day, Yr.) | EXPIRATION DATE (Mo., Day, Yr.) |
| 3. IDENTIFICATION CARD MARKED "VOID UNLESS ACCOMPANIED BY VALID STATE LICENSE"<br><input type="checkbox"/> YES <input type="checkbox"/> NO *                          |  |  |                             |                                 |
| 4. OPERATOR INSTRUCTED TO TURN IN IDENTIFICATION CARD UPON LOSS OR SUSPENSION OF STATE DRIVER'S LICENSE<br><input type="checkbox"/> YES <input type="checkbox"/> NO * |  |  |                             |                                 |
| * IF "NO" EXPLAIN UNDER REMARKS   |  | 5. SIGNATURE OF ADMINISTERING OFFICIAL |                             | Date                            |

FIGURE 2-11. Application for Vehicle Operator's Identification Card. NAVFAC Form 11240/10

[illegible]

FIGURE 2-12. Construction Equipment Operator License Record  
NAVFAC Form 11260/2

| Standard Form 47<br>(Rev. 1-77)<br>U.S. Civil Service Commission<br>FPM Chapter 930   |                          | <b>PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS</b> |                          | 47-105                   |
|---|--------------------------|---|--------------------------|--------------------------|
| 1. Last Name—First Name—Middle Name   |                          | 2. Date of Birth  | 3. Title of Position     |                          |
| 4. Home Address (Number, street or RFD, city or town, State and ZIP code)   |                          |   | 5. Employing Agency      |                          |
| 6. Have you ever had or have you now (Place check at left of each item):  |                          |   |                          |                          |
| YES   | NO                       |   | YES                      | NO                       |
| <input type="checkbox"/>  | <input type="checkbox"/> | Poor vision in one or both eyes                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Eye disease   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Poor hearing in one or both ears                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Diabetes  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Palpitation, chest pain, or shortness of breath             | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Dizziness or fainting spells                                | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Frequent or severe headaches                                | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | High or low blood pressure                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Drug or narcotic habit                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Arthritis, rheumatism, swollen or painful joints            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Loss of hand, arm, foot, or leg                             | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Deformity of hand, arm, foot, or leg                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Nervous or mental trouble of any kind                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Blackouts or epilepsy                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Sugar or albumin in urine                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Excessive drinking habit (Alcohol)                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>  | <input type="checkbox"/> | Other serious defects or diseases                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. If your answer is "Yes" to one or more of the above questions, explain fully in this space, indicating date of original condition and current status:  |                          |   |                          |                          |
|   |                          |   |                          |                          |
| 8. (A) Do you wear glasses (or contact lenses) while driving? <input type="checkbox"/> YES <input type="checkbox"/> NO  |                          |   |                          |                          |
| (B) Do you wear a hearing aid? <input type="checkbox"/> YES <input type="checkbox"/> NO   |                          |   |                          |                          |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>PRIVACY ACT NOTICE</b></p> <p>Authority: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Standard Form 47, Physical Fitness Inquiry for Motor Vehicle Operators, U.S. Code, Title 5, section 301.</p> <p>Purposes and Uses: SF 47 is used to ascertain the physical fitness of Federal employees, whose jobs are not regular motor vehicle operating jobs, to drive Government-owned</p> </div> <div style="width: 48%;"> <p>motor vehicles. It is also used in the renewal of authorizations for all employees. Based on the information provided, employees may be referred for a medical examination before being given a renewal.</p> <p>Effects of Nondisclosure: Nondisclosure of this information will result in the employee not being authorized to drive a Federal motor vehicle. The disclosure of this information is mandatory when an employee's job requires driving a Federal motor vehicle and is voluntary otherwise.</p> </div> </div> <p>I certify that my answers above are full and true, and I understand that a willfully false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.</p> |                          |   |                          |                          |
| Signature   |                          |   | Date                     |                          |
| <b>REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL</b>  |                          |   |                          |                          |
| I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:  |                          |   |                          |                          |
| <input type="checkbox"/> There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.  |                          |   |                          |                          |
| <input type="checkbox"/> On the basis of items checked on this form or other information this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.  |                          |   |                          |                          |
| <input type="checkbox"/> Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:  |                          |   |                          |                          |
|   |                          |   |                          |                          |
| Signature of Designated Official  |                          |   | Date                     |                          |
|   |                          |   |                          |                          |

U.S.GPO:1976-0-281-847/3417

FIGURE 2-13. Physical Fitness Inquiry for Motor Vehicle Operators, Standard Form 47



**2502. LICENSE EXAMINER PROCEDURES**

a. The appointed License Examiner shall become familiar with, and maintain, the following publications or pertinent sections thereof:

- (1) DODINST 4145.19-R-1, Storage and Materials Handling.
- (2) OPNAVINST 11240.8G, Motor Vehicles Management Acquisition and Use.
- (3) NAVSEA OP-2239, Motor Vehicles Driver's Handbook, Ammunition, Explosives, and Related Hazardous Materials.
- (4) NAVFAC P-300, Management of Transportation Equipment.
- (5) NAVFAC P-307, Management of Weight-Handling Equipment. Maintenance and Certification
- (6) NAVFAC MO-403, Navy Drivers Handbook.
- (7) COMSECONDNCB/COMTHIRDNCBINST 5100.1A series, Naval Construction Force Occupational Safety and Health Program.
- (8) Federal Motor Carrier Safety Regulations, Parts 390-397.

b. The License Examiner maintains a file which consists of NAVFAC Form 11240/10 (figure 2-11), Standard Form 47 (figure 2-13), and NAVFAC Form 11260/2 (figure 2-12), for each person in the battalion or unit who possesses an OF 346 (figure 2-10) or a NAVFAC Form 11260/2 (figure 2-12). The License Examiner also updates the Dispatcher's license qualifications record. The sample Record of Government Vehicle and Equipment License (see figure 2-14) is prepared locally, pending publication of a standard form.

c. The examination questions shall be prepared locally by the License Examiner and shall be approved by the Equipment Officer.

d. Each license is numbered in ascending sequence. Series numbers are preceded by the issuing unit number. Example: NMCB-3 License Number 88 becomes 3-88; 31ST NCR License Number 88 becomes 31-88. This number is indicated on the operator's record NAVFAC Form 11240/10 or NAVFAC Form 11260/2 (figures 2-11 and 2-12), whichever is applicable. A chronological record of all licenses issued is maintained.

e. Blank licenses, written examinations, and answer sheets shall be stored in a secure place under lock and key.



[illegible]

FIGURE 2-15. Record of Government Vehicle and Equipment License  
(Back) Sample

**2503. MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD ISSUING PROCEDURES (OF 346, figure 2-10)**

a. An application for a vehicle operator's permit, NAVFAC Form 11240/10 (figure 2-11), will be completed by the applicant and signed by the Company Commander or Company Chief.

b. Examination, Training and Licensing. See OPNAVINST 11240.8G. Upon successful completion of **all requirements**, the applicant will be issued an OF 346.

c. Revocation and Suspension of Licenses. See Section 5, paragraph 2501, subparagraph f.

d. License Expiration and Renewal. Renewal is dependent on the License Examiner, provided the renewal date is prior to the present license expiration date. The examiner must determine that the operator still meets all requirements for the license being renewed. When there is doubt, an operator shall be re-examined in the appropriate area or areas. Operators whose licenses have expired shall be re-examined as a new applicant. Licenses that expire while personnel are assigned to a combat zone shall automatically be extended until return to a non-combat area.

(1) Expiration of automotive licenses. The OF-346 is valid for 3 years and may be renewed for additional periods of 3 years each. The expiration date shall be the operator's birth date.

(2) Expiration of construction licenses. The NAVFAC 11260/2 is valid for 2 years and may be renewed for additional periods of 2 years each. The expiration date shall be the operator's birth date in odd or even years, consistent with the operator's year of birth. For example, if the birth date is 20 June 1970, the expiration dates shall be 20 June 1994, and 20 June 1996.

(3) Date File. The License Examiner shall maintain a tickler file of each operator's license expiration date. Renewal action should start approximately 90 days before the expiration date.

**2504. CONSTRUCTION AND WEIGHT-HANDLING EQUIPMENT OPERATOR LICENSE ISSUE PROCEDURES (NAVFAC Form 11260/2, Figure 2-12).**

a. An applicant will have the appropriate sections of the construction and weight-handling equipment test and license application, NAVFAC Form 11260/1 (figure 2-16), completed and signed by the Company Commander or Company Chief.

b. Minimum Personal and Physical Qualification Requirements. See NAVFAC P-307.

c. Renewal. See section 5, paragraph 2501, subparagraph g of this instruction.

d. Suspension and Revocation. See section 5, paragraph 2501, subparagraph f of this instruction.

e. Qualified Operator. All crane licenses will indicate the manufacturer, make, model, and attachments that the operator is qualified to operate.

f. Upon successful completion of **all requirements**, the applicant will be issued an NAVFAC Form 11260/2.

*Read the PRIVACY ACT STATEMENT on reverse before completing this application*  
**APPLICATION FOR CONSTRUCTION EQUIPMENT OPERATOR LICENSE**  
 NAVFAC 11260/1 (REV. 8/76)

| PART I -- APPLICATION                           |                          |                                  |
|---|--------------------------|----------------------------------|
| 1. NAVAL ACTIVITY                               | 2. APPLICANT'S NAME      | 3. RANK, RATE OR CIVILIAN STATUS |
| 4. DEPARTMENT, DIVISION AND/OR SHOP ASSIGNED TO | 5. APPLICANT'S JOB TITLE |                                  |
| 6. DESCRIPTION OF EQUIPMENT LICENSE REQUESTED   |                          |                                  |
| (a) TYPE OF EQUIPMENT                           | (b) TYPE OF CONTROL      | (c) TYPE OF ATTACHMENT           |
| 7. STATEMENT OF QUALIFYING EXPERIENCE           |                          |                                  |

8. DESCRIPTION OF EQUIPMENT APPLICANT IS CURRENTLY LICENSED TO OPERATE

9. SPONSOR'S STATEMENT OF APPLICANT'S READINESS AND/OR PREPARATORY TRAINING FOR TEST (NOTE: The sponsor can be either a qualified instructor or licensed operator)

Signature \_\_\_\_\_

Sponsor

**PART II -- REQUEST FOR ADMINISTERING TESTS AND EXAMINATIONS AND ISSUING LICENSE**

FROM:

Date

TO:

It is requested that the license for equipment described in item 6 above be issued to this applicant upon his successful completion of the required examinations and tests.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Department, Division or Shop Supervisor

(OVER)

FIGURE 2-16. Application for Construction Equipment Operator License, NAVFAC Form 11260/1

**2505. MATERIAL HANDLING EQUIPMENT LICENSE ISSUE PROCEDURES**

a. An application for a vehicle operator's permit, NAVFAC Form 11240/10 (figure 2-11), will be completed by the applicant and signed by the applicant's Company Commander or Company Chief.

b. Upon satisfactory completion of the written examination and the performance test, the License Examiner enters on the applicant's OF 346 the type and size of material handling equipment the applicant is qualified to operate.

c. Personal and Physical Requirements. See DODINST 4145.19-R-1, Chapter 4, Section 5.

d. Training. See DODINST 4145.19-R-1, Chapter 4, Section 5.

e. Written Examination and Performance Tests.

(1) See DODINST 4145.19-R-1, Chapter 4, Section 5.

(2) The color-coded badges are not required.

f. Renewal. See section 5, paragraph 2501, subparagraph g.

**2506. MISHAP REPORTING PROCEDURES**

a. Any suspected mishap is to be immediately investigated by the Mishap Investigator/Roadmaster.

b. Mishaps that involve COMSECONDNCB/COMTHIRDNCB vehicles and equipment are to be reported according to COMSECONDNCB/COMTHIRDNCB INST 5100.1. ALL ACCIDENTS WILL BE REPORTED TO THE COMSECONDNCB/ COMTHIRDNCB EQUIPMENT OFFICE utilizing the download features from the licensing database that is provided. This will be done monthly prior to the 5th of the month after. For accidents that occur requiring a JAG investigation or deadline CESE this must be completed and sent to the respective Equipment Office within 72 hours.

c. In addition to reporting procedures outlined in COMSECONDNCB/COMTHIRDNCB INST 5100.1, mishaps that involve cranes must be reported by utilizing the download features for accidents in the licensing software provided to the respective SECONDNCB/THIRDNCB Equipment Office. Additionally, report incident to the Navy Crane Center, per NAVFAC P-307.

d. A copy of Standard Form 91 (SF91) will be maintained in the equipment history jacket.

e. The Battalion Mishap Investigator/Roadmaster coordinates with local authorities to enforce all traffic laws and regulations. The Roadmaster issues traffic tickets to Battalion personnel for all traffic violations including cases of vehicle abuse. His/her duties include visiting all job sites daily to

ensure proper use of equipment and that operator maintenance is being performed. The Roadmaster will manage a vigorous vehicle-tagging program to ensure first echelon maintenance is being performed on all command construction equipment and rolling stock. He/she will maintain a tag log and issue traffic tickets to operators that do not return tags. He/she will assist the Equipment Officer with Traffic Court. The Roadmaster will survey all crane routes prior to moving a crane and accompany the crane while enroute. The Roadmaster will be provided the assets required to effectively accomplish this task.

**Section 6. CRANES.** This section implements the Crane Management Program and encompasses safety, operator testing, operating procedures, operational cycling, and certifying requirements for cranes assigned to COMSECONDNCB and COMTHIRDNCB operating units.

**2601. CRANE SAFETY**

- a. Refer to P-307, section 10 for guidance.
- b. Complex lifts. Refer to P-307, 10.4.1
- c. Load Capacity/certification. Refer to P-307, appendix E
- d. Lockout, tagout procedures. Refer to P-307, 11.6
- e. Training.

(1) Deployed Units. Conduct biweekly crane operation and safety meetings to include: crane operations, general safety, minimum rigging procedures, crane and rigging responsibilities, upcoming lifts, and NAVFAC P-307 familiarization. Attendance should include the ALFA Company Commander, Crane Test Director, Crane Supervisors and Operators/Riggers.

(2) Units in Homeport. **Only personnel who have demonstrated maturity, sound judgement, above average mechanical ability and coordination should be identified for the Crane Crew.** Crane Crew members, including riggers, should be identified early in homeport and provided adequate training. See NAVFAC P-307, section 10.

f. Mishap Reporting. In addition to requirements outlined in COMSECONDNCB/COMTHIRDNCBINST 5100.1, any mishap involving cranes must be reported by message to the respective SECONDNCB/THIRDNCB Equipment Office and NAVY CRANE CENTER per instructions outlined in NAVFAC P-307, section 12.4.1.



**2602. CRANE LICENSE PROGRAM**

a. Testing of crane operators is the direct responsibility of the Crane Certifying Officer and cannot be delegated. The Crane Certifying Officer may be assisted in administering performance tests by the "Crane Test Performance Examiner" as per NAVFAC P-307, section 6.3.

b. Performance tests and safety requirements are conducted as outlined in NAVFAC P-307, section 7.

c. All crane operator licenses must be in accordance with NAVFAC P-307 (figure 8-2) and indicate the make, model, capacity, attachments and type controls the operator is qualified to operate.

**2603. CRANE OPERATIONS**

a. Crane Crew Supervisor. The Crane Crew Supervisor is assigned and designated in writing by the Crane Certifying Officer.

b. Work Authorization. Prior to authorizing the Crane Crew to proceed to a project or make a lift, the Crane Crew Supervisor or the Crane Test Director must review NAVFAC P-307, section 10 to ensure all applicable paragraphs are followed and complete the crane lift checklist (figure 2-17). The Crane Crew Supervisor or Crane Test Director will:

(1) Inspect crane setup for stability and safe operating area (the importance of crane levelness cannot be over-emphasized because the lifting capacity is greatly reduced each degree the crane is out of level);

(2) Complete Crane Operator's Daily Check List (ODCL) per NACFAC P-307, figure 9-1.

(3) Inspect project sites for overhead power lines. A minimum distance of at least 10 feet from any power line with any part of the crane, boom, load line, or load shall be maintained. The distance should increase five feet (5ft) for each one hundred fifty kilovolts (150KV). See NAVFAC P-307, figure 10-3.

c. The Crane Crew Leader inspects all cranes in use each day to ensure pre-operational maintenance and post-operational maintenance is being properly performed.

d. Free rated loads or pick and carry operations are only performed in accordance with the NAVFAC P-307, section 11 during a certification, in case of an emergency, or as directed by the Crane Certifying Officer.

**2604. CRANE CYCLING.** All cranes are operationally cycled every five (5) workdays to insure all moving parts are mechanically sound and fully operational. Cycling shall be documented in the crane logbook and the completed ODCL filed in the six-part crane history file.

**2605. CRANE TEST PROCEDURES**

a. Frequency of Tests. As per NAVFAC P-307, section 3, ANY MACHINE THAT HAS HAD MAJOR REPAIRS OR REPLACEMENT OF LOAD BEARING OR CONTROLLING PARTS WILL ALSO BE TESTED BEFORE IT IS PUT BACK IN SERVICE. The definition of load bearing and controlling are defined in NAVFAC P-307, section 1.4. Inspection and load tests are conducted annually, or if certification is due within 45 days after the BEEP it will be conducted during the BEEP. Local authorities may require certifications more frequently.

b. Test Procedures. Utilize NAVFAC P-307, appendix E.  
Note: To validate the written Standard Operating Procedures (SOP) for frequent ancillary equipment changes (Equipment Officer's Technical Bulletin 1-99), the annual certification must include basic boom and maximum boom configurations. Refer to Equipment Officer's Technical Bulletin 1-99.

c. Load Test Certification. Conduct tests per NAVFAC P-307, section 3, paragraph 3.3. The original shall be filed in the unit safety office. The second copy shall be kept in an accessible protected container on the machine and the third copy placed in the six-part crane history jacket. The certification date will be stenciled with 3-inch letters on the operator's side of the revolving house.

d. Certification void Factors. Refer to NAVFAC P-307, section 3.5.

## CRANE LIFT CHECKLIST

- Date\_\_\_\_\_
1. Location of Lift:\_\_\_\_\_
  2. Supervisor responsible for lift:\_\_\_\_\_
  3. Crane Operator:\_\_\_\_\_
  4. Rigger(s)/Helper(s):\_\_\_\_\_
  5. Lift:\_\_\_\_\_
    - a. Description of Lift:\_\_\_\_\_
    - b. Weight of item to be lifted:\_\_\_\_\_
    - c. Was Weight estimated? Yes\_\_\_ No\_\_\_ By Whom:\_\_\_\_\_
 

Can Weight be verified? Yes\_\_\_ No\_\_\_ If no, contact  
Crane Certifying Officer for further instructions.
  6. Crane assigned to lift:
    - a. USN #:\_\_\_\_\_
    - b. Capacity:\_\_\_\_\_
  7. Is travel route free of unsafe obstacles? Yes\_\_\_ No\_\_\_  
If no, explain:\_\_\_\_\_
  8. Has travel permit been obtained (if required)? Yes\_\_\_ No\_\_\_
  9. Have operators and riggers been briefed on sequence to be followed during lift? Yes\_\_\_ No\_\_\_  
If no, explain:\_\_\_\_\_
  10. Has crane setup been inspected for stability?  
Yes\_\_\_ No\_\_\_ If no, explain:\_\_\_\_\_
  11. Has crane operating area been inspected? Yes\_\_\_ No\_\_\_  
If no explain:\_\_\_\_\_
  12. Have slings and other hardware being used been inspected?  
Yes\_\_\_ No\_\_\_ If no explain:\_\_\_\_\_

FIGURE 2-17. Crane Lift Checklist

## Section 7. CIVIL ENGINEER SUPPORT EQUIPMENT (CESE) VISIT CHECKLIST

Paragraph 2701 lists the applicable questions to be answered as guidelines to evaluate the effectiveness of ALFA Company operations, prior to a CESE visit from the SECONDNCB or THIRDNCB Equipment Office.

### 2701. OPERATIONS

|   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| a. Is the operations branch organization chart up-to-date and posted?   | _____      | _____     |
| b. Is an Automotive and Construction Equipment Status Board used to reflect current status of assigned equipment?   | _____      | _____     |
| c. Is there a current reference readily available to the Dispatcher to determine the qualifications of personnel requesting equipment?                                | _____      | _____     |
| d. Is the key security adequate?  | _____      | _____     |
| e. Are the following operator forms being properly utilized?  |            |           |
| (1) Motor Vehicle Utilization Record (DD Form 1970, Trip Ticket used to dispatch all CESE)  | _____      | _____     |
| (2) Inspection Guide and Trouble Reports (NAVFAC Form 9-11240/13) used as a guide for operator maintenance prior to issuing a Trip Ticket and report interim repairs? | _____      | _____     |
| (3) Dispatchers Log - used to record equipment usage and maintain dispatch control?   | _____      | _____     |
| (a) Is a file of completed hard cards with annotated discrepancies maintained by PM group?  | _____      | _____     |
| (b) Is immediate action taken for safety discrepancies?   | _____      | _____     |
| f. Is operator maintenance/lubrication being performed according to current instructions  | _____      | _____     |
| (1) Are lubrication charts available for operators?   | _____      | _____     |

|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| g. Are operator manuals available for operators?   | _____      | _____     |
| (1) If so, are they being utilized?  | _____      | _____     |
| (2) Is there a log to show use?  | _____      | _____     |
| h. Is a crash package, as outlined in Chapter 2301 B8, in all vehicles being dispatched?   | _____      | _____     |
| i. Are safety devices (fire extinguisher, mirrors, brake warning devices, lights, etc.) installed and in good condition?                                       | _____      | _____     |
| j. Are fire extinguishers and "NO SMOKING" signs in place at the refueling station and on fuel trucks?   | _____      | _____     |
| k. Is equipment in a standby status cycled weekly, and maintained in a condition of operational readiness?   | _____      | _____     |
| l. Is a cycle log being maintained and does it contain at a minimum: date of cycle, beginning and ending miles/hours and discrepancies noted during the cycle? | _____      | _____     |
| m. Are vehicle winches lubricated and cables properly identified and maintained?   | _____      | _____     |
| n. Are attachments stored in the best possible location to prevent deterioration?  | _____      | _____     |
| o. Are all equipment attachments complete, properly identified and maintained?   | _____      | _____     |
| p. Is the Attachment Status Board up-to-date indicating location/assignments?  | _____      | _____     |
| q. Has a License Examiner been designated in writing by the Commanding Officer?  | _____      | _____     |
| r. Is the License Examiner included in the battalion's check in/out procedures?  | _____      | _____     |
| s. Is there a license file for all personnel currently licensed for government vehicles/equipment?   | _____      | _____     |

|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| t. Are license tests current? Do they test the operator's knowledge of that specific piece of equipment? | _____      | _____     |
| (1) Does the file contain the following forms and are they properly filled out?                          | _____      | _____     |
| (a) NAVFAC 11240/10 (Application for Vehicle Operator's Identification Card)                             | _____      | _____     |
| (b) NAVFAC 11260/1 (Application for Construction Equipment Operator's License)                           | _____      | _____     |
| (c) NAVFAC 11260/3 (Construction Equipment Operator License Record)                                      | _____      | _____     |
| (d) Standard Form 47 (Physical Fitness Inquiry)  | _____      | _____     |
| (e) Performance Test Results   | _____      | _____     |
| u. Are tests and license blanks maintained in locked storage to prevent compromise?                      | _____      | _____     |
| v. Does the Roadmaster visit job sites daily?  | _____      | _____     |
| w. Does the Roadmaster have a vehicle tagging program in place?  | _____      | _____     |
| x. Is there a logbook to document a tagging program?   | _____      | _____     |
| y. Does the Roadmaster assist the Equipment Officer with traffic court?                                  | _____      | _____     |
| z. Does the Roadmaster accompany crane/oversize equipment movement?                                      | _____      | _____     |
| aa. Is equipment made available for PM services when scheduled?  | _____      | _____     |
| ab. Is equipment inspected for collateral equipment discrepancies as part of the PM induction routine?   | _____      | _____     |
| (1) Is NAVSUP Form 1250 initiated by the collateral equipment custodian for shortages/surveys?           | _____      | _____     |

|   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| (2) Is collateral equipment stored in a secure location?  | _____      | _____     |
| (3) Is all stored collateral equipment tagged with the assigned USN number and grouped by either typed equipment or USN number?                           | _____      | _____     |
| (4) Is collateral equipment being maintained in good repair?  | _____      | _____     |
| ac. Are all safety precautions rigidly observed during operation of equipment?  | _____      | _____     |
| ad. Is equipment being used for that which it was designed?   | _____      | _____     |
| ae. Yard Boss   |            |           |
| (1) Has the Yard Boss signed custody for all the mounted collateral on pool equipment?  | _____      | _____     |
| (2) Does the Yard Boss inspect equipment for damage and deficiencies as it leaves and enters the yard?  | _____      | _____     |
| (3) Is the equipment clean and in good repair?  | _____      | _____     |
| (4) Is the Yard Boss part of the induction process for preventive maintenance?  | _____      | _____     |
| (5) Does the Yard Boss ensure that proper prestarts and operator maintenance are being conducted?   | _____      | _____     |
| (6) Is the Yard Boss inspecting equipment exiting the shop and signing the ERO's customer approval block, prior to being placed back into the motor pool? | _____      | _____     |
| (7) Is the motor pool in good repair and operating efficiently. (i.e. wash rack, fueling station, traffic flow and basic safety)?                         | _____      | _____     |

|   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| af. Mineral Product Operations  |            |           |
| (1) Crusher, asphalt plant and concrete plant:  |            |           |
| (a) Is a daily preventive maintenance program enforced?   | _____      | _____     |
| (b) Are all automatic controls operational and in use?  | _____      | _____     |
| (c) Are dust collectors/suppressant systems in conformance with EPA standards?  | _____      | _____     |
| (2) Quarry Site:  |            |           |
| (a) Proper development of benches?  | _____      | _____     |
| (b) Is the Driller log maintained?  | _____      | _____     |
| (c) Are blaster certifications current?   | _____      | _____     |
| (d) Are blasting materials stored in a secure location?   | _____      | _____     |
| ag. Have the Crane Certifying Officer and the Crane Crew Supervisor been designated in writing by the Commanding Officer? | _____      | _____     |
| ah. Has the Crane Certifying Officer designated in writing the following:   |            |           |
| (1) Test Director   | _____      | _____     |
| (2) Test Operator   | _____      | _____     |
| (3) Test Mechanic   | _____      | _____     |
| ai. Are all crane certifications current?   | _____      | _____     |
| aj. Is the crane operator's performance test for licensing being administered by the Crane Certifying Officer?            | _____      | _____     |
| ak. Is the Crane Crew Supervisor on site for the performance of all crane tests?  | _____      | _____     |
| (1) Are these procedures documented by the crane lift checklist?  | _____      | _____     |



|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| (2) Are all slings and related hardware certified and properly tagged?   | _____      | _____     |
| al. Are bi-weekly crane safety meetings being conducted?   | _____      | _____     |
| am. Is the Non-Destructive Test (NDT) report completed in accordance with NAVFAC P-307, appendix E, paragraph 1.4.2?<br>Does it have the appropriate signatures? | _____      | _____     |
| an. Are copies of the NAVFAC P-307, appendix C inspection form in the crane history file with copies of ERO for maintenance?                                     | _____      | _____     |
| ao. Are the crane certification forms filled out in accordance with the NAVFAC P-307, appendix E?  | _____      | _____     |
| ap. Are hook tram measurements recorded on certification paper work correctly?   | _____      | _____     |
| aq. Is the certification information for the wire rope in use in the crane history file?   | _____      | _____     |
| ar. Are cranes being cycled on a weekly basis when not in use, and is it entered in the Dispatcher's cycle log?  | _____      | _____     |

**Section 8. RIGGING GEAR.** This section provides instruction for the proper use, load (proof) testing, maintenance and storage of rigging gear. Safety Operating Procedures: All personnel involved with the use of rigging gear for Weight Handling Equipment (WHE) will be thoroughly instructed and trained to comply with the practices set forth in the NACFAC P-307 section 10 and 14.

**2801. LOAD (PROOF) TESTING**

a. A Master History Record Card General Purpose Rigging Equipment (figures 2-18 and 2-19) for the initial Load (proof) testing and inspection of all slings and other general purpose rigging gear will be established and will be maintained by the Crane Crew supervisor.

b. Load (proof) testing and inspections of rigging gear shall be load (proof) tested in accordance with the NAVFAC P-307, section 14.

**2802. RECORDS**

a. The Crane Supervisor shall establish and maintain a Master History Record Card file system and Rigging Equipment Status Board (figure 2-20) containing a record of each sling in the unit's inventory. A Master History Record Card will be used to document tests made on all items of weight-lifting hardware, slings, spreader bars, hooks, shackles, etc. These records will be retained on site and will contain the following entries at a minimum:

- (1) item name and size (type, class, etc)
- (2) rated capacity/load test
- (3) manufacturer's recommended maximum test weight.
- (4) sling identification number (unit location and two digit number with Alfa designation for each wire rope component).
- (5) signature and date of load (proof) test director

b. Identification/Information: All slings, spreader bars, shackles, hooks and associated rigging gear shall be marked in accordance with NAVFAC P-307, section 14, containing the following information:

[illegible]

FIGURE 2-18. Master History Record Card General Purpose Rigging Equipment (front)

| MASTER HISTORY RECORD CARD GENERAL PURPOSE RIGGING EQUIPMENT  |                            |                          |           |                                       |                 |           |      |                 |           |      |
|---|----------------------------|--------------------------|-----------|---------------------------------------|-----------------|-----------|------|-----------------|-----------|------|
| ITEM NAME AND SIZE (Type, Class, etc.)  |                            | RATED CAPACITY/LOAD TEST |           | MFR'S RECOMMENDED MAXIMUM TEST WEIGHT |                 |           |      |                 |           |      |
| THIS CARD IS USED TO RECORD BASE(ORIGINAL) DIMENSIONS OF GENERAL PURPOSE RIGGING EQUIPMENT. ONLY ITEMS APPLICABLE TO THE PARTICULAR PIECE OF EQUIPMENT NEED TO BE COMPLETED. THE RESULTS OF ALL INSPECTIONS/TESTS ARE TO BE RECORDED ON THE REVERSE SIDE. |                            |                          |           |                                       |                 |           |      |                 |           |      |
| ITEM  | DESCRIPTION                | ORIGINAL                 |           |                                       | 1ST REPLACEMENT |           |      | 2ND REPLACEMENT |           |      |
|   |                            | MEAS.                    | SIGNATURE | DATE                                  | MEAS.           | SIGNATURE | DATE | MEAS.           | SIGNATURE | DATE |
| 1. HOOKS  | THROAT DIMENSION           |                          |           |                                       |                 |           |      |                 |           |      |
|   | A. UPPER HOOK              |                          |           |                                       |                 |           |      |                 |           |      |
|   | B. LOWER HOOK              |                          |           |                                       |                 |           |      |                 |           |      |
| 2. CHAIN  | A. LENGTH (6-LINK SECTION) |                          |           |                                       |                 |           |      |                 |           |      |
|   | B. ULT. BREAKING STRENGTH  |                          |           |                                       |                 |           |      |                 |           |      |
|   | C. CHAIN LINK DIAMETER     |                          |           |                                       |                 |           |      |                 |           |      |
|   | D. ROCKWELL "C" HARDNESS   |                          |           |                                       |                 |           |      |                 |           |      |
|   | E. OVERALL LENGTH          |                          |           |                                       |                 |           |      |                 |           |      |
| 3. WIRE ROPE<br>FIBER,<br>NYLON OR<br>WEBBING   | A. TYPE                    |                          |           |                                       |                 |           |      |                 |           |      |
|   | B. NO. STRANDS/LAYERS      |                          |           |                                       |                 |           |      |                 |           |      |
|   | C. ORIGINAL DIAMETER/WIDTH |                          |           |                                       |                 |           |      |                 |           |      |
|   | D. LENGTH                  |                          |           |                                       |                 |           |      |                 |           |      |
|   | E. BREAKING STRENGTH       |                          |           |                                       |                 |           |      |                 |           |      |
| 4. FORGED   | A. SIZE                    |                          |           |                                       |                 |           |      |                 |           |      |
|   | B. TYPE                    |                          |           |                                       |                 |           |      |                 |           |      |
| FITTINGS  | C. CERT. OF EYEBOLTS       |                          |           |                                       |                 |           |      |                 |           |      |
| REMARKS/SPECIAL REQUIREMENTS  |                            |                          |           |                                       |                 |           |      |                 |           |      |
| EQUIPMENT CUSTODIAN (SIGNATURE)   |                            |                          |           |                                       |                 |           |      |                 |           |      |
| 2ND/3RD NCB 11200?? (2-99) (FRONT)  |                            |                          |           |                                       |                 |           |      |                 |           |      |

FIGURE 2-19. Master History Record Card General Purpose Rigging Equipment (back)

## Rigging Equipment Status Board

[illegible]

FIGURE 2-20. Rigging Equipment Status Board.

(1) rated capacity (in tons, vertical Safe Working Load (SWL)).

(2) date of initial load test/certification.

(3) ID Number.

c. The utilization of metal (dog) tags is authorized provided the required information is stamped onto the tag(s).

## **2803. INSPECTIONS**

### **a. Slings**

(1) All slings shall be visually inspected for obvious unsafe conditions prior to each use. Criteria to remove damaged slings and hardware from service is contained in NAVFAC P-307 section 14.

(2) Periodic inspections shall be performed on a regular basis. The frequency of inspection will be based on:

(a) frequency of sling use.

(b) severity of service condition.

(c) nature of lifts being made.

(d) experience gained on the service life of slings used in similar circumstances.

(e) turn over/BEEP

b. Rigging Hardware: Spreader bars, shackle pins, hooks, etc., will be visually inspected for obvious damage or deformation prior to each lift.

(1) A visual inspection of all rigging gear and assemblies (TOA slings and rigging kits inclusive) shall be conducted by both of the Crane Crew Supervisors during the Battalion Equipment Evaluation Program (BEEP). All records will be reviewed, verified and updated. During this process the relieving Crane Crew Supervisor will complete each Master History Record Card, any required action will be performed in accordance with NACFAC P-307, section 14.

c. The Crane Crew Supervisor will conduct a visual inspection of all active rigging gear every 40 days. Inspections will be noted on the Master History Record cards. Any deterioration which could result in an appreciable loss of the sling's or component's original strength shall justify immediate removal from service and disposal or repaired and re-tested.

**2804. REJECTION CRITERIA.** Determination to remove rigging gear from service is outlined in the NAVFAC P-307, section 14.

**2805. LUBRICATION AND MAINTENANCE**

a. Lubrication: Periodic lubrication of wire rope is essential to prolong the safe productive life of the rope. Lubricants generally do not last through the life of the rope, requiring that the lubricant be renewed. A good grade of new oil or grease (never use used engine oil) can be used for this purpose. It should be free of acids and alkalis and should be light enough to penetrate between the wires and strands of the rope. A 70:30 ratio of new oil to diesel fuel is a good combination. The lubricant should be applied as uniformly as possible throughout the length of the rope. Whenever the wire rope is being stored for any length of time, it should be cleaned and lubricated before storage.

b. Maintenance: Used wire rope should be carefully cleaned of any accumulation of dirt, grit or other foreign material. Scraping will remove most of the dirt and grit that may accumulate on the wire. Rust should be removed at regular intervals by wire brushing. The rope should always be carefully cleaned and must be dry prior to lubricating. The object of cleaning is to remove all foreign material and old lubricant from the valleys between the strands and the spaces between the outer wires to permit the lubricant to penetrate into the rope.

**2806. STORAGE**

a. Slings, wire rope and associated hardware being used daily by the Crane Crew shall be stored either in coils or on reels, hung in the rigging loft or laid on racks indoors to protect them from corrosive weather and other types of damage such as kinking or being backed over. Slings will not be left on the crane at the end of the work day.

b. The slings and rigging gear in Kits 80104, 84003 and 84004 shall remain in the custody of the unit Supply Officer in the Central Tool Room (CTR). The Crane Test Director or the Crane Crew Supervisor will monitor their condition. These slings and rigging will also be maintained on Master History Record Cards in accordance with NAVFAC P-307, section 14 and will be stored under cover.

### CHAPTER 3. ALFA COMPANY MAINTENANCE

**Section 1. MAINTENANCE ORGANIZATION.** This chapter encompasses ALFA Company maintenance; use of the Equipment Repair Order (ERO); preventive maintenance programs; painting and identification of NCF equipment; planning, scheduling, shop control and supply coordination; and the Battalion Equipment Evaluation Program (BEEP).

**3101. ORGANIZATION.** The organization of equipment maintenance shops varies in such areas as number and types of assigned equipment, number and experience of personnel, work hours, number of shifts, environmental conditions, and the activity's mission. The following personnel organization is based on a typical Naval Mobile Construction Battalion operation, but the functions are applicable to small shops where one person may perform several functions.

a. Maintenance Supervisor. The Maintenance Supervisor is normally the senior mechanic assigned to the activity. The Maintenance Supervisor is responsible for the maintenance program for all assigned CESE and personally supervises the inspectors, shop supervisors, cost control supervisor, preventive maintenance and DTO clerks, technical librarian, tool room custodian and parts expeditors. Some of the Maintenance Supervisor's responsibilities are to enforce all established maintenance policies, approve all repair actions prior to their accomplishment, approve all requisitions for procurement of Not In Stock (NIS) and Not Carried (NC) material, maintain the shop workload files, make all decisions concerning deadline CESE, control all CESE transfers and disposals, supervise the Preventive Maintenance (PM) program and control all construction mechanic and shop tools and kits. The Maintenance Supervisor initiates appropriate action when, during maintenance procedures, equipment abuse or misuse is suspected.

b. Inspectors. Inspectors examine equipment for needed repairs and services. Inspectors work directly for, and are responsible to, the Maintenance Supervisor. They should be senior mechanics, knowledgeable and proficient in their rating, and should be able to clearly describe each repair action on the Equipment Repair Order (ERO). All work must be listed. Each piece of equipment is inspected after repairs are completed to ensure that the work is correctly completed. Thorough final inspection increases reliability and, in turn, reduces the mechanic's workload. Inspectors may perform minor repair work that pertains to inspection procedures only. Inspectors will immediately notify the Maintenance Supervisor when suspected equipment abuse or recurring failures are discovered. Prior to physical initial inspection, the inspector will originate the inspection at the equipment history jacket, where they will also review the DTO Sheet for each piece of CESE. The inspector will review previous EROs for follow-up adjustments from previous



repairs, maintenance schedule and lube charts to initiate required annual safety inspections and hourly/mileage repairs/adjustments.

c. Cost Control Supervisor. The Cost Control Supervisor supervises the PM Clerk, DTO Clerk, Technical Librarian and the Tool Room Custodian. They are the administrative link between the Maintenance Supervisor and all forms, reports and EROs that must be approved/signed.

d. Preventive Maintenance Clerk. The Preventive Maintenance Clerk controls the PM program directed by the Maintenance Supervisor. The PM Clerk places all CESE into PM groups, prepares the PM schedule, and maintains the PM record cards with each vehicle's preventive maintenance history. The PM Clerk also controls ERO flow, maintains an ERO log, maintains and updates equipment history jackets, and ensures the equipment status board in the Maintenance Office mirrors the one in Dispatch. The PM Clerk also summarizes the total cost of repair parts and labor expended, and makes appropriate entries on the ERO. The ERO log and equipment status boards may be in an approved electronic format.

e. Direct Turnover Clerk. The Direct Turnover (DTO) Clerk maintains the maintenance program repair parts status and accountability records, and is the liaison between the Supply Office and the shop. All requisitions for Not in Stock (NIS) and Not Carried (NC) material must pass through the DTO Clerk, who maintains the Direct Turnover (DTO) log and the repair parts summary sheets. The DTO Clerk is responsible for the DTO parts and storage bins. He also maintains the deadline file and the deadline status board.

f. Technical Librarian. The Technical Librarian is responsible for the pre-packed library, which contains operational, maintenance and parts manuals. The Librarian, in accordance with COMSECONDNCB/COMTHIRDNCBINST 5600.1 series, establishes and enforces check-out procedures for all manuals, and maintains all required reference materials needed to research and initiate part requisitions on NAVSUP Form 1250-2s. The Technical Librarian normally researches and prepares the NAVSUP Form 1250-2s to free floor mechanics to perform maintenance functions.

## **Section 2. PREVENTIVE MAINTENANCE PROGRAM**

a. MAINTENANCE ACCOMPLISHMENT. NCF fleet maintenance accomplishment procedures are intended to provide a first-time quality product completed in accordance with applicable technical directives, (i.e., manufacturer's technical manuals, technical/service bulletins). Maintenance accomplishment is a direct function of four basic elements:

(1) Training and qualification of the craftsmen who will perform the maintenance.

(2) Supervision, including the direct oversight of the maintenance being performed, of the individual craftsmen assigned to accomplish the maintenance.

(3) Formal Work Procedures (FWP), which are outlined in our standard maintenance work order, provides the necessary sequence of actions to the individual maintenance task and should be developed, if possible, using pre-existing and proven maintenance procedures.

(4) Work Process. A series of actions planned and executed to accomplish a unit task. The work process can range from planning and executing preventive maintenance to major component replacement and/or restoration/repair. Understanding work processes and their quality control elements is the fundamental core of a successful Quality Control Program. These elements form the cornerstone of the NCF CESE Maintenance Program and are essential to ensure that all maintenance is completed per applicable technical and administrative requirements.

### b. QUALITY CONTROL

(1) Quality Control (QC) consists of all actions taken prior to the start of and during the work process, to:

(a) Obtain the highest confidence level that the work will be completed safely and correctly within technical specifications the first time;

(b) Minimize expenditure of manpower and material resources.

(2) The QC Program includes, but is not limited to, the following major elements:

(a) Training and qualification are an integral part of the maintenance process. In many work processes training is the prerequisite to meeting qualification requirements for conducting the process itself. Other processes must be learned through a combination of experience and specialized industrial process training. Training and qualifications will be conducted per references (a) through (e). In addition to what is required

by references (a) through (e), training in the quality control and quality assurance aspects of CESE maintenance is also required if the craftsman performing the maintenance is to achieve the requisite first-time quality product. The ultimate goal of training programs is to develop the requisite levels of knowledge to enable the craftsman to perform those skills necessary for their rate. Experienced craftsmen who are properly trained need not have detailed step-by-step direction in performance of those tasks done as a normal function of their rate. Rigorous training and qualification programs shall accomplish the following: Ensure that equipment operators and construction mechanics have the requisite knowledge to properly operate their cognizant equipment safely, and in accordance with design parameters and established procedures to avoid personnel hazards and to prolong equipment service life.

(b) Develop and maintain the requisite maintenance and industrial process skills and proficiency in craftsmen in order to have a viable pool of personnel qualified to conduct Intermediate and Organizational Maintenance.

(c) Provide maintenance management training to supervisory personnel to enable them to properly balance maintenance work, training, personnel administration and other mission requirements while providing quality leadership to their personnel.

(d) Work center facilities and equipment maintenance and upgrade programs to provide a clean, safe, properly equipped workplace that enables the work center craftsmen and supervisory personnel to meet their work center mission requirements, and build first time quality into their products.

(e) Craftsman-oriented, standardized FWP that define each work process in a concise manner and as outlined in CESE specific technical manuals.

(f) Effective supervisory participation and oversight throughout all management, training and production work processes.

c. QUALITY ASSURANCE. Quality Assurance (QA) consists of administrative and technical procedures to ensure compliance with technical specifications, through a systematic review of QC records and maintenance actions. These procedures provide proof and confidence that work performed or material manufactured will perform as designed, and that there is documentary evidence to that effect. The QA Program includes, but is not limited to, the following major elements:

(1) Rigorous audit and surveillance program that provides maintenance managers feedback on developing trends within an

organization. Additionally, this program is used as input during the development of company and departmental training programs to improve work processes.

(2) Development and maintenance of procedures to properly handle, stow, and install controlled material.

**3201. MAINTENANCE CATEGORIES.** The goal of maintenance is to keep equipment in a safe and serviceable condition at all times at reasonable costs, and to detect minor deficiencies before they develop into costly repairs. The CESE Maintenance System of the Naval Construction Force (NCF) is predicated on three categories or levels of maintenance as prescribed in NAVFAC P-300. These three levels are; Organizational, Intermediate, and Depot. The nature of the repair; the level of repair parts support, tools, equipment and time available; personnel capabilities; and the tactical situation determine the category of repairs performed. An activity's range of repair parts support is keyed to the authorized level of maintenance.

a. Organizational Maintenance. Organizational maintenance is that maintenance which is the responsibility of, and performed by, the equipment's operator, and scheduled preventive maintenance services performed by trained personnel. Organizational maintenance consists of proper equipment operation, safety and serviceability inspections, lubrication, minor adjustments and services. Organizational maintenance is divided into operator and preventive maintenance as specified below:

(1) Operator Maintenance. Each operator is required to perform work needed to maintain his or her vehicle in a clean, safe, and serviceable condition. Operator maintenance includes the daily inspections before, during, and after operation. It also includes periodic lubrication and adjustments recommended by the equipment manufacturer. Operator maintenance is performed to ensure early detection of deficiencies.

(2) Preventive Maintenance. Preventive maintenance (PM) is that maintenance which is scheduled for the purpose of maximizing equipment availability and to minimize repair costs. PM consists of safety and mechanical inspections, lubrication, and services and adjustments beyond an operator's responsibility. Operators should assist with this work unless directed otherwise. Maintenance support requiring more extensive services is categorized as intermediate level maintenance.

b. Intermediate Maintenance. Intermediate maintenance is that maintenance which is the responsibility of, and performed in, any designated maintenance shop. The extent of intermediate maintenance encompasses the removal, replacement, repair, alteration, calibration, modification, and the rebuild and overhaul of individual assemblies, subassemblies and components.

Although the rebuild and overhaul of major assemblies is included, only essential repairs shall be accomplished to ensure safe and serviceable equipment. Equipment which requires extensive repairs or numerous assembly rebuilds will not be repaired without prior approval by higher authority. Intermediate maintenance requires a higher degree of skill than organizational maintenance, and a larger assortment of repair parts and more precision tools and test equipment.

(1) To preclude the possibility of the installation of expensive components on equipment which may be scheduled for excess, survey, or overhaul, field units will request authority from the applicable Brigade Equipment representative, prior to the purchase of component parts costing in excess of \$1,000 or a total repair cost in excess of \$2,500.

c. Depot Maintenance. Depot maintenance is that maintenance performed on equipment that requires major overhaul or comprehensive restoration to a degree necessary to restore the entire unit to a like-new condition .

### **3202. PREVENTIVE MAINTENANCE & SERVICE INSPECTION PROCEDURES**

a. The Three Shop Concept. The Three Shop concept is designed to perform all lubrication and preventive maintenance services on equipment both in the shop and in the field in order to reduce the equipment down time for required scheduled preventive maintenance services. The CESE will remain on a 40 working day PM schedule, however, maintenance will be performed according to manufacturer's recommendations/ specifications, or as the Maintenance Supervisor dictates. This concept is recommended for use on the Main-Body and large Det sites. The Maintenance Supervisor has the authority to modify this, as required, according to tasking and manning.

(1) Light Shop: The Light Shop is responsible for the preventive maintenance and breakdown repair of all equipment assigned by the Maintenance Supervisor (generally all Equipment Codes beginning with "0"). The number of crews will be dictated by manpower and equipment numbers assigned. Generally the shop will be comprised of a Service Crew (assigned to perform routine maintenance on all light equipment, this equipment should be prioritized by dispatching assignment) and Repair Crews (assigned to perform repairs on all light equipment).

(2) Heavy Shop: The Heavy Shop is responsible for the preventive maintenance and breakdown repair of all equipment assigned by the Maintenance Supervisor (generally all non-Light Shop equipment minus the 5000 Shop Equipment). The priority of this shop is generally in support of the Battalion's construction effort.

(3) Support Shops: The support Shops normally are comprised of the 5000 Shop (EC 5000 - 5999), Steel Shop, MR Shop,

Tire Shop and the Paint Shop. These shops are specialty shops tasked with supporting the other shops with their particular expertise.

b. Preventive Maintenance Inspection Intervals. The "standard" interval between PM service inspections for NCF equipment is 40 working days (figure 3-1). This time interval shall initially be established by grouping all assigned equipment into 40 separate PM groups. Distribute the equipment evenly throughout the PM groups so that a minimum number of similar items are out of service at any one time. The standard 5-day workweek will be utilized for scheduling. The SECOND/THIRD NCB Equipment Office must approve any change in this work schedule.

(1) It is the responsibility of the Maintenance Supervisor to determine if the PM interval for an item of equipment should be reduced. This time interval can be reduced by assigning specific items of equipment to more than one group or reducing the total number of groups.

(2) Never extend the interval between PM service inspections beyond the standards prescribed above for active CESE.

(3) PMs must be performed within seven (7) calendar days of the scheduled due date.

c. Preventive Maintenance Inspection Due Dates. Establish a deployment schedule of PM due dates by recording the workdays of the month consecutively beside the PM group numbers (see figure 3-1). Continuity of the PM schedule is maintained by transferring the schedule from a relieved unit to the relieving unit.

**SAMPLE PM SCHEDULE**
 ACTIVITY \_\_\_\_\_  
 YEAR \_\_\_\_\_

| PM<br>SCHED.<br>GROUP | MONTH AND DAY SCHEDULE |     |     |     |     |     |     |     |     |     |     |     |
|-----------------------|------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                       | JAN                    | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| 1                     | 21                     |     | 19  |     | 14  |     | 11  |     | 6   |     | 1   |     |
| 2                     | 22                     |     | 20  |     | 15  |     | 12  |     | 9   |     | 4   |     |
| 3                     | 23                     |     | 21  |     | 16  |     | 15  |     | 10  |     | 5   |     |
| 4                     | 24                     |     | 22  |     | 17  |     | 16  |     | 11  |     | 6   |     |
| 5                     | 25                     |     | 25  |     | 20  |     | 17  |     | 12  |     | 7   |     |
| 6                     | 28                     |     | 26  |     | 21  |     | 18  |     | 13  |     | 8   |     |
| 7                     | 29                     |     | 27  |     | 22  |     | 19  |     | 16  |     | 12  |     |
| 8                     | 30                     |     | 28  |     | 23  |     | 22  |     | 17  |     | 13  |     |
| 9                     | 31                     |     | 29  |     | 24  |     | 23  |     | 18  |     | 14  |     |
| 10                    |                        | 1   |     | 1   | 27  |     | 24  |     | 19  |     | 15  |     |
| 11                    |                        | 4   |     | 2   | 28  |     | 25  |     | 20  |     | 18  |     |
| 12                    |                        | 5   |     | 3   | 29  |     | 26  |     | 23  |     | 20  |     |
| 13                    |                        | 6   |     | 4   | 31  |     | 29  |     | 24  |     | 21  |     |
| 14                    |                        | 7   |     | 5   |     | 3   | 30  |     | 25  |     | 22  |     |
| 15                    |                        | 8   |     | 8   |     | 4   | 31  |     | 26  |     | 25  |     |
| 16                    |                        | 11  |     | 9   |     | 5   |     | 1   | 27  |     | 26  |     |
| 17                    |                        | 12  |     | 10  |     | 6   |     | 2   | 30  |     | 27  |     |
| 18                    |                        | 13  |     | 11  |     | 7   |     | 5   |     | 1   | 29  |     |
| 19                    |                        | 14  |     | 12  |     | 10  |     | 6   |     | 2   |     | 2   |
| 20                    |                        | 15  |     | 15  |     | 11  |     | 7   |     | 3   |     | 3   |
| 21                    |                        | 18  |     | 16  |     | 12  |     | 8   |     | 4   |     | 4   |
| 22                    |                        | 19  |     | 17  |     | 13  |     | 9   |     | 7   |     | 5   |
| 23                    |                        | 20  |     | 18  |     | 14  |     | 12  |     | 8   |     | 6   |
| 24                    |                        | 21  |     | 19  |     | 17  |     | 13  |     | 9   |     | 9   |
| 25                    |                        | 25  |     | 22  |     | 18  |     | 14  |     | 10  |     | 10  |
| 26                    |                        | 26  |     | 23  |     | 19  |     | 15  |     | 11  |     | 11  |
| 27                    |                        | 27  |     | 24  |     | 20  |     | 16  |     | 14  |     | 12  |
| 28                    | 2                      | 28  |     | 25  |     | 21  |     | 19  |     | 15  |     | 13  |
| 29                    | 3                      |     | 1   | 26  |     | 24  |     | 20  |     | 16  |     | 16  |
| 30                    | 4                      |     | 4   | 29  |     | 25  |     | 21  |     | 17  |     | 17  |
| 31                    | 7                      |     | 5   | 30  |     | 26  |     | 23  |     | 18  |     | 18  |
| 32                    | 8                      |     | 6   |     | 1   | 27  |     | 26  |     | 21  |     | 19  |
| 33                    | 9                      |     | 7   |     | 2   | 28  |     | 27  |     | 22  |     | 20  |
| 34                    | 10                     |     | 8   |     | 3   |     | 1   | 28  |     | 23  |     | 21  |
| 35                    | 11                     |     | 11  |     | 6   |     | 2   | 29  |     | 24  |     | 24  |
| 36                    | 14                     |     | 12  |     | 7   |     | 3   | 30  |     | 25  |     | 26  |
| 37                    | 15                     |     | 13  |     | 8   |     | 5   |     |     | 28  |     | 27  |
| 38                    | 16                     |     | 14  |     | 9   |     | 8   |     | 3   | 29  |     | 30  |
| 39                    | 17                     |     | 15  |     | 10  |     | 9   |     | 4   | 30  |     | 31  |
| 40                    | 18                     |     | 18  |     | 13  |     | 10  |     | 5   | 31  |     |     |

FIGURE 3-1. Preventive Maintenance Schedule Sample

d. Crane Inspection Requirements. Proper documentation of maintenance is critical. In accordance with the NAVFAC P-300 all inspection criteria for the crane is listed in appendix C. This checklist must be completed and accompany the ERO and be filed in both the history jacket and the crane equipment history file (6 part folder).

e. Preventive Maintenance Inspection and Service Type. The type of PM inspection is determined and controlled as follows:

(1) Type "A" (01) - At intervals of 40 working days, inspect by using the appropriate portions of paragraph 3203 of this chapter. Type "A" inspections will be performed on each scheduled PM due date until a vehicle qualifies for a type "B" PM.

(2) Type "B" (02) OIL AND FILTER CHANGES - PMs will be based on the equipment manufacturer's recommendation/specifications for mileage/hours usage required to initiate a "B" (02) PM. For example, a 5-ton dump truck could undergo three or four "A" (01) PMs before accumulating the required mileage/hours for a "B" (02) PM. The maximum interval between 02 PMs shall not exceed one calendar year.

(3) Type "C" (03) - As per manufacturer's recommendations/specifications or as directed by the Brigade. Perform the inspection and maintenance that matches the criteria from the inspection guide. For cranes they must have an 03 every three years in accordance with NAVFAC P-300.

(4) Annual Safety Inspection (ASI) - This will be performed annually as a line item on any of the above types of PMs and will be documented with the function code of S18.

f. Preventive Maintenance Record Card. A Vehicle/Construction Equipment Preventive Maintenance Record Card, NAVFAC 11240/6 (figure 3-2), will be accurately maintained for each item of assigned equipment and attachments to assist the PM clerk in preparation of the ERO. To ensure that the PM program is being performed as prescribed, the Maintenance Supervisor will review the PM Record Card file at least twice a month.

(1) CESE with assigned attachments are identified on the PM Record Card by a colored tab to ensure attachments are given PM inspections with the assigned equipment.





Additionally, each attachment and attachment code are listed on the back of the PM Record Card.

(2) PM Record Cards are maintained by PM group in a tickler file, and the following information will be recorded from completed preventive maintenance EROs or interim repair EROs that affect the PM interval (i.e. engine swap, transmission swap, etc.):

- (a) Type of PM service performed
  - (b) Date performed
  - (c) Cumulative mileage/hours
  - (d) Oil change or filter change (indicated by O/C or F/C)
  - (e) Fuel filter change (indicated by FF/C)
  - (f) Hydraulic Oil or filter change (indicated by HO/C or HF/C)
  - (g) Air filter change (indicated by AF/C)
  - (h) Transmission filter change (indicated by TF/C)
- Service functions that are performed at all PM levels (i.e. lube complete, service batteries, etc.) need not be entered on the PM Record Card.

(3) PM Record Cards are returned to the equipment history jacket whenever CESE is transferred or the card is full.

g. Deadline Vehicle Inspection. As a minimum, an 01 Level PM is accomplished on all deadline CESE at each scheduled PM due date.

- (1) Inspect to ensure that:
  - (a) All openings are covered and weather-tight.
  - (b) All machine surfaces are preserved.
  - (c) All disassembled components are tagged, covered and stored.
  - (d) No cannibalization has taken place since the last inspection (controlled parts interchange is not approved as a normal procedure, although the Maintenance Supervisor may authorize it to meet operational commitments).
  - (e) Parts removed from deadlined equipment are replaced with the non-serviceable item, and the Maintenance Supervisor ensures that replacement parts are ordered (Not

Operationally Ready for Supply (NORS)) using a priority applicable to mission accomplishment.

(f) All replacement parts, cost, and labor hours related to the interchange are charged against the piece of equipment on which the part failed. When the replacement parts are received and installed, only the labor involved is to be charged to the piece of equipment from which the interchange part was taken.

(2) Cycle to the fullest extent possible to prevent deterioration. Re-preserve as required.

h. CESE Accident Safety Inspection and Repair. Ensure a type 12 ERO is initiated on all CESE involved in a mishap, regardless of damage to properly document required repair estimates. Complete required repairs resulting from the mishap utilizing a type 12 ERO.

### 3203. AUTOMOTIVE PREVENTIVE MAINTENANCE INSPECTION GUIDE

|   | Item Service |           |               | Item Description  |
|---|--------------|-----------|---------------|---|
|   | A<br>(01)    | B<br>(02) | C ASI<br>(03) |   |
| 1 |              | X         | X             | VALVE MECHANISM. Adjust valves when indicated by valve noise or engine performance.   |
| 2 |              | X         | X             | IGNITION SYSTEM. Perform computer tap as required. Check condition of distributor cap, rotor, and set timing. Inspect all secondary voltage wires.  |
| 3 |              | X         | X             | SPARK PLUGS. Replace as required.   |
| 4 | X            | X         | X             | FUEL SYSTEM. Check fuel filter and fuel pump screens and bowls, clean or replace as required. Replace filters on "B" or "C" PM.   |
| 5 | X            | X         | X             | THROTTLE CONTROLS. Check the throttle linkage and engine shutoff for proper operation.  |
| 6 |              | X         | X             | GOVERNOR. Inspect all linkage and pins for wear and the operating efficiency of the governor under varying load conditions. Notice signs of surging or improper operation. Lubricate as required. Using speed indicator, check engine governed speed. |

|    | Item Service |           |           | Item Description   |
|----|--------------|-----------|-----------|--|
|    | A<br>(01)    | B<br>(02) | C<br>(03) |  |
| 7  | X            | X         | X         | FUEL TANK AND SHUTOFF VALVES. Inspect fuel tanks for condition and security of mounting brackets. Check for plugged air vents. Check shutoff valve for operation and leaks. Check fuel lines for leaks or chafing.   |
| 8  | X            | X         | X         | LIGHTS. Inspect all lights, signals and reflectors. Check condition of trailer jumper cables and junction boxes on truck-tractors. Visually check headlight alignment.   |
| 9  | X            | X         | X         | BATTERY. Check water level, hold down bolts and brackets. Clean battery, terminal connections and battery boxes.   |
| 10 |              | X         | X         | STARTER. Check cable connections and mounting bolts, and ensure they are clean and secure.   |
| 11 | X            | X         | X         | INSTRUMENTS AND CONTROLS. Check all instruments, gauges, switches, controls, and warning devices for proper operation.   |
| 12 | X            | X         | X         | COOLING SYSTEMS. Check and tighten hose connections. Clean and straighten radiator fins as necessary. Test antifreeze. Check radiator mounts. Drain and flush cooling system if required. Refill with 50/50-water/antifreeze solution. Add rust inhibitor if required. |
| 12 | X            | X         | X         | FAN ASSEMBLY AND FAN BELTS. Inspect fan assembly and fan belts for wear and frayed edges. Adjust tension according to manufacturer's specifications.   |
| 13 | X            | X         | X         | EXHAUST SYSTEM. Check for exhaust and muffler leakage. Check rain caps.  |
| 14 | X            | X         | X         | CLUTCH. Check for slippage. See that free travel is according to manufacturer's specifications.  |
| 15 | X            | X         | X         | HYDRAULIC BRAKES. Check pedal clearance and brake hose condition. Road test to determine if brakes function properly; check fluid level and condition; inspect backing plates for evidence of leaks.   |

|    | Item Service     |                  |                  |            | Item Description   |
|----|------------------|------------------|------------------|------------|--|
|    | <u>A</u><br>(01) | <u>B</u><br>(02) | <u>C</u><br>(03) | <u>ASI</u> |  |
| 16 | X                | X                | X                |            | FULL AIR OR AIR OVER HYDRAULIC BRAKES. Drain air reservoirs. Test low pressure alarm. Check air pressure buildup. Check brake chamber push rod. Check quick application valve and for complete release of all brakes. Check tractor protection valve controls in normal and emergency positions. Check operation of emergency brake application for trailers. Check brake hose condition. Road test to determine if brakes function properly. Perform leakage tests. |
| 17 | X                | X                | X                |            | LEAKS. Visually inspect the engine compartment, brake drums and beneath the vehicle for indications of water, fluid, oil or fuel leaks.  |
| 18 | X                | X                | X                |            | LUBRICATE. Lubricate using manufacturer's lube charts and specifications. Drain, flush, and refill all gearboxes and reservoir per manufacturer's specifications. This is to be done on "B" or "C" type PMs.   |
| 19 |                  | X                | X                |            | ENGINE OIL AND OIL FILTER. Change oil and replace filters according to manufacturer's specifications. <i>This is to be done on "B" or "C" PMs</i>  |
| 20 | X                | X                | X                |            | AIR CLEANER. Check screens and oil level. Service as necessary. Replace paper-type elements as required.   |
| 21 | X                | X                | X                |            | TRUNION AXLE BEARINGS. Lubricate.  |
| 22 | X                | X                | X                |            | PCV. Check positive crankcase ventilation system for proper operation. Replace components as required.   |
| 23 | X                | X                | X                |            | TURBOCHARGERS, SUPERCHARGERS. Check for leaks and proper operation.  |
| 24 | X                | X                | X                |            | GEAR BOXES. Check mounting and assembly bolts, breathers, lube levels, indications of leaking gaskets or seals.  |
| 25 |                  | X                | X                |            | AUTOMATIC TRANSMISSION. Check automatic transmission according to the vehicle  |

|    | Item Service |          |                     | Item Description  |
|----|--------------|----------|---------------------|---|
|    | <u>A</u>     | <u>B</u> | <u>C</u> <u>ASI</u> |   |
|    | (01)         | (02)     | (03)                |   |
|    |              |          |                     | manufacturer's recommended procedures. Check oil level and condition.   |
| 26 | X            | X        | X                   | UNIVERSAL AND SLIP JOINTS. Inspect and lubricate U-joints and slip joints according to manufacturer's recommendations. Tighten all drive line bolts.  |
| 27 | X            | X        | X                   | HYDRAULIC SYSTEM. Check lines for leaks; packing glands for adjustment; controls for excessive wear. Check reservoir fluid level, vent openings. Clean or replace screens/filters as required. Drain and refill hydraulic system according to manufacturer's specification. This to be done on "B" or "C" PMs |
| 28 | X            | X        | X                   | AIR COMPRESSOR, VALVES AND LINES. Check oil level, add as necessary. Clean air filters; drainwater traps. Check compressor, unloader safety valve, belts and pulleys, and adjust according to manufacturer's recommended procedures.  |
| 29 | X            | X        | X                   | STEERING SYSTEM. With the weight of the vehicle on its wheels, check the steering linkage for excessive looseness and alignment. If necessary, adjust the steering system according to manufacturer's recommended procedures.   |
| 30 | X            | X        | X                   | DIFFERENTIAL. Check lube levels. Check for unusual noises, leaking gaskets or seals, and ensure that air vents are clear and functioning.   |
| 31 | X            | X        | X                   | AXLES. Tighten axle flange nuts to specification. Check for leaks.  |
| 32 | X            | X        | X                   | TIRES. Check for cuts, bruises, uneven wear, proper inflation and proper sizes. Make sure that valve stems are 180 degrees apart. Replace missing valve caps. Check for matching tire size of duals, tandem bogies, and multidrives (4x4s, 6x6s). Check tires for over age.                                   |

|    | Item Service |           |           | Item Description  |
|----|--------------|-----------|-----------|---|
|    | A<br>(01)    | B<br>(02) | C<br>(03) |   |
| 33 | X            | X         | X         | WHEELS. Check for rim damage and inspect for worn and elongated stud holes. Retighten all lug nuts.   |
| 34 | X            | X         | X         | SPRINGS. Check for broken leaves or coils, loose U-bolts or shackles.   |
| 35 | X            | X         | X         | SHOCK ABSORBERS. Check for leakage. If faulty shock absorber action is suspected, remove and perform bench tests according to manufacturer's recommended procedures.          |
| 36 | X            | X         | X         | FRAME. Check cross members, slide rails, brackets, welds, bolts and rivets for condition and alignment.   |
| 37 | X            | X         | X         | FIFTH WHEEL. Check fifth wheel mounting plate, mounting plate bolts and safety lock. Check for cracked frame rails.   |
| 38 | X            | X         | X         | ENGINE AND TRANSMISSION MOUNTINGS. Inspect supports for looseness or breaks.  |
| 39 | X            | X         | X         | CAB. Check doors, windows, glass, seats, cushions, mirrors, body bolts, frames, sheet metal, paint, identification markings, and floors. Ensure drain holes are unobstructed. |
| 40 | X            | X         | X         | ACCIDENT DAMAGE. Inspect for damaged, loose or defective parts.   |
| 41 | X            | X         | X         | WINDSHIELD WIPERS. Check blade condition and proper operation.  |
| 42 | X            | X         | X         | SAFETY GUARDS. Check all safety guards and ensure they are properly installed and in good working condition.  |
| 43 | X            | X         | X         | TRAILER AND SEMITRAILER. Perform applicable operations. Check king pins for wear.   |
| 44 | X            | X         | X         | PARTS AND COMPONENTS. Check miscellaneous parts and components as required.   |
| 45 | X            | X         | X         | ANY OTHER MAINTENANCE REQUIRED. Will be performed according to manufacturer's manual and recommended maintenance procedures.  |

**Item Service      Item Description**

|          |          |          |            |
|----------|----------|----------|------------|
| <u>A</u> | <u>B</u> | <u>C</u> | <u>ASI</u> |
| (01)     | (02)     | (03)     |            |

|    |   |   |  |
|----|---|---|--|
| 46 | X | Remove one front brake drum and one rear drum, inspect pads for wear and damage. Lube wheel bearings if required. All brake servicing will be performed in accordance with the manufacturer's specifications. Identify this with the function code S18. |  |
|----|---|---|--|

**3204. CONSTRUCTION EQUIPMENT PREVENTIVE MAINTENANCE INSPECTION GUIDE**

|   |   |   |   |
|---|---|---|---|
| 1 | X | X | VALVE MECHANISM. Adjust valves when indicated by valve noise or engine performance.   |
| 2 | X | X | IGNITION SYSTEM. Check points and impulse coupling, adjust as required. Check condition of distributor cap, rotor, breaker points, and set timing. Check distributor spark advance, inspect all secondary voltage wires.                              |
| 3 | X | X | SPARK PLUGS. Replace as required.   |
| 4 | X | X | FUEL SYSTEM. Check fuel filter and fuel pump screens and bowls, clean or replace as required. <b>Replace filters on "B" or "C" PM.</b>  |
| 5 | X | X | CHOKE AND THROTTLE CONTROLS. Check the choke, throttle linkage, engine shutoff for proper operation.  |
| 6 | X | X | GOVERNOR. Inspect all linkage and pins for wear and the operating efficiency of the governor under varying load conditions. Notice signs of surging or improper operation. Lubricate as required. Using speed indicator, check engine governed speed. |
| 7 | X | X | FUEL TANK AND SHUTOFF VALVES. Inspect fuel tanks for condition and security of mounting brackets. Check for plugged air vents. Check shutoff valve for operation and leaks. Check fuel lines for leaks or chafing.                                    |
| 8 | X | X | LIGHTS. Inspect all lights, signals and reflectors.   |



| Item | Service   |           | Item Description |  |
|------|-----------|-----------|------------------|--|
|      | A<br>(01) | B<br>(02) | C<br>(03)        | ASI  |
| 9    | X         | X         | X                | BATTERY. Check water level, hold down bolts and brackets. Clean battery, terminal connections and battery boxes.   |
| 10   |           | X         | X                | GENERATORS. Check bearing seals for leaks. Clean dust and oil from air passages. Check condition of slip ring, commutator, and brushes for wear and proper alignment. Instruments must function properly. Lubricate as required.                                       |
| 11   |           | X         | X                | STARTER. Check cable connections and mounting bolts and ensure they are clean and secure.  |
| 12   | X         | X         | X                | INSTRUMENTS AND CONTROLS. Check all instruments, gauges, switches, controls, and warning devices for proper operation.   |
| 13   |           | X         | X                | WATER CHARGE AND TIME DEVICE. Inspect for functional accuracy and operation.   |
| 14   | X         | X         | X                | COOLING SYSTEMS. Check and tighten hose connections. Clean and straighten radiator fins as necessary. Test antifreeze. Check radiator mounts. Drain and flush cooling system if required. Refill with 50/50 water/antifreeze solution. Add rust inhibitor if required. |
| 15   | X         | X         | X                | FAN ASSEMBLY AND FAN BELTS. Inspect fan assembly and fan belts for wear and frayed edges. Adjust tension according to manufacturer's specifications.   |
| 16   | X         | X         | X                | EXHAUST SYSTEM. Check for exhaust and muffler leakage. Check rain caps.  |
| 17   | X         | X         | X                | CLUTCH. Check for slippage. See that free travel is within manufacturer's specifications. Check jaw type for wear.   |
| 18   | X         | X         | X                | HYDRAULIC BRAKES. Check pedal clearance and brake hose condition. Road test to determine if brakes function properly. Check fluid level. Inspect backing plates for evidence of leaks.   |

**Item Service      Item Description**

|    | <u>A</u> | <u>B</u> | <u>C</u> | <u>ASI</u> |   |
|----|----------|----------|----------|------------|---|
|    | (01)     | (02)     | (03)     |            |   |
| 19 | X        | X        | X        |            | FULL AIR OR AIR OVER HYDRAULIC BRAKES. Drain air reservoirs. Test low pressure alarm. Check air pressure buildup. Check brake chamber push rod. Check quick application valve for complete release of all brakes. Check tractor protection valve controls in normal and emergency positions. Check operation of emergency brake application for trailers. Check brake hose condition. Road test to determine if brakes function properly. |
| 20 | X        | X        | X        |            | LEAKS. Visually inspect the engine compartment, brake drums and beneath the vehicle for indications of water, fluid, oil  |
| 21 | X        | X        | X        |            | LUBRICATE. Lubricate using manufacturer's lube charts and specifications. Drain, flush, and refill all gear boxes and reservoir per manufacturer's specifications. The draining and flushing will be done on type "B" PMs.  |
| 22 |          | X        | X        |            | ENGINE OIL AND OIL FILTER. Change oil and replace filters according to manufacturer's specifications. <b><i>This is to be done on "B" or "C" type PMs</i></b>   |
| 23 | X        | X        | X        |            | AIR CLEANER. Check screens and oil level, and service as necessary. Replace paper-type elements as required.  |
| 24 | X        | X        | X        |            | TURBOCHARGERS, SUPERCHARGERS. Check for leaks and proper operation.   |
| 25 | X        | X        | X        |            | GEAR BOXES. Check mounting and assembly bolts, breathers, lube levels, and indications of leaking gaskets or seals.   |
| 26 |          | X        | X        |            | AUTOMATIC TRANSMISSION. Check automatic transmission according to the vehicle manufacturer's recommended procedures. Change transmission fluid in accordance with manufacturers specifications.   |
| 27 | X        | X        | X        |            | EXPOSED DRIVE CHAINS. Check for wear.   |

| Item | Service          |                  | Item Description |  |
|------|------------------|------------------|------------------|--|
|      | <u>A</u><br>(01) | <u>B</u><br>(02) | <u>C</u><br>(03) | <u>ASI</u>   |
| 28   | X                | X                | X                | BELTS, DRIVE. Inspect for alignment wear and frayed edges. Adjust according to manufacturer's specifications.  |
| 29   | X                | X                | X                | UNIVERSAL AND SLIP JOINTS. Inspect and lubricate U-joints and slip joints according to manufacturer's recommendations. Tighten all drive line bolts.   |
| 30   | X                | X                | X                | HYDRAULIC SYSTEM. Check lines for leaks; packing glands for adjustment; controls for excessive wear. Check reservoir fluid level, vent openings. Clean or replace screens/filters as required. Drain and refill hydraulic system according to manufacturer's specification. This is to be accomplished on type "B" or "C" PMS. |
| 31   | X                | X                | X                | AIR COMPRESSOR, VALVES AND LINES. Check oil level, add as necessary. Clean air filters. Drain after traps. Check compressor, unloader safety valve, belts and pulleys and adjust according to manufacturer's recommended procedures.   |
| 32   | X                | X                | X                | STEERING SYSTEM. With the weight of the vehicle on its wheels, check the steering linkage for excessive looseness and alignment. If necessary, adjust the steering system according to manufacturer's recommended procedures.  |
| 33   | X                | X                | X                | DIFFERENTIAL. Check lube levels. Check for unusual noises, leaking gaskets or seals, and ensure that air vents are clear and functioning.  |
| 34   | X                | X                | X                | AXLES. Tighten axle flange nuts to specifications. Check for leaks.  |
| 35   | X                | X                | X                | FINAL DRIVES. Check lube levels, security of bolts and cap screws. Check for indications of leaking gaskets and seals. Drain, flush and refill per manufacturer's recommendations/procedures.  |

| Item | Service          |                  | Item Description |   |
|------|------------------|------------------|------------------|---|
|      | <u>A</u><br>(01) | <u>B</u><br>(02) | <u>C</u><br>(03) | <u>ASI</u>  |
| 36   | X                | X                | X                | TIRES. Check for cuts, bruises, uneven wear, proper inflation and proper sizes. Make sure that valve stems are 180 degrees apart. Replace missing valve caps. Check for matching tire size of duals, tandem bogies, and multidrives (4x4s, 6x6s). |
| 37   | X                | X                | X                | WHEELS. Check for rim damage and inspect for worn and elongated stud holes. Re-tighten all lug nuts.  |
| 38   |                  | X                | X                | CRAWLER TRACK ASSEMBLY. Check plates, linkage, pins and bushings for wear. Check track shoe mounting. Inspect and adjust track tension according to manufacturer's instructions.  |
| 39   | X                | X                | X                | SPROCKETS. Check for tooth wear and alignment.  |
| 40   | X                | X                | X                | ROLLERS. Check for oil leaks, broken flanges, flat spots and worn faces. Rollers should turn freely.  |
| 41   | X                | X                | X                | SPRINGS. Check for broken leaves or coils, loose U-bolts or shackles.   |
| 42   | X                | X                | X                | FRAME. Check cross members, slide rails, brackets, welds, bolts and rivets for condition and alignment.   |
| 43   | X                | X                | X                | ENGINE MOUNTS. Loose hold-down bolts will result in the loss of original shims from the support pads and misalignment. If engine shows evidence of being adrift, it should be realigned and properly secured.                                     |
| 44   | X                | X                | X                | CAB. Check doors, windows, glass, seats, cushions, mirrors, body bolts, frames, sheet metal, paint and identification markings, and floors. Ensure drain holes are unobstructed.  |
| 45   | X                | X                | X                | ACCIDENT DAMAGE. Inspect for damaged, loose or defective parts.   |
| 46   | X                | X                | X                | WINDSHIELD WIPERS. Check wiper blades for condition and proper operation.   |

| Item | Service   |           | Item Description |  |
|------|-----------|-----------|------------------|--|
|      | A<br>(01) | B<br>(02) | C<br>(03)        | ASI  |
| 47   | X         | X         | X                | SAFETY GUARDS. Check all safety guards and ensure they are properly installed and in good working condition.   |
| 48   | X         | X         | X                | POWER CONTROL UNITS. Cable type: check oil levels and leaks, worn or glazed linings and bands. Hydraulic type: check operation of control valves and pumps. Inspect piston rods and linkage for wear. Check for leaks. |
| 49   | X         | X         | X                | BUCKETS. Check for loose plates, rivets, welds, fasteners, tooth and bit holders and improper working latches.   |
| 50   | X         | X         | X                | CUTTING EDGES AND END BITS. Check attaching bolts or clips. Check distance that wear is approaching moldboard or bit holder. Hardface ONLY NON-COSAL SUPPORTED cutting edges, end bits, and wear surfaces as required. |
| 51   | X         | X         | X                | BEARINGS AND BUSHINGS. Inspect grease seals for leaks. Check bearings for adjustment and alignment. Lubricate as required.   |
| 52   | X         | X         | X                | MOLDBOARD AND LIFT ARMS. Check pins, pivot socket, bolts, welds, shifting mechanism. Check lift and side arms for bends and worn linkage. See that pin keepers are in place.   |
| 53   | X         | X         | X                | FAIRLEADS. Check sheaves, rollers and mounting.  |
| 54   | X         | X         | X                | TAGLINES. Check in accordance with manufacturer's instructions.  |
| 55   | X         | X         | X                | CABLES AND SHEAVES. Inspect condition of cables and attachments, replace according to manufacturer's instructions. Check sheaves, pins, and bearings for wear and broken flanges.                                      |
| 56   | X         | X         | X                | BOOM AND LEADS. Check cross members, slide rails, brackets, welds, bolts, rivets for condition and alignment. Check boom harness for defective cables, pins.   |
| 57   | X         | X         | X                | DIPPER STICK AND RACKING. Check for general condition and alignment. Check boom harness for defective cables, pins and sheaves.  |

| Item | Service   |           | Item Description |  |
|------|-----------|-----------|------------------|--|
|      | A<br>(01) | B<br>(02) | C<br>(03)        | ASI  |
| 58   | X         | X         | X                | CROWD ASSEMBLY. Check for proper operation. Adjustment should be made according to the manufacturer's instructions.  |
| 59   | X         | X         | X                | BOOM AND HOIST DRUM ASSEMBLIES. Check drum bearings, bushings, shafting, grease seals and lagging.   |
| 60   | X         | X         | X                | SWING MECHANISM. Inspect gears, circle, roller path, pins, roller shafts, and bearing seals for wear. Rollers should rotate freely. Swing locks and linkage must operate properly. |
| 61   |           | X         | X                | CENTER PIN, HOUSE CARRIER AND HOLD-DOWN ROLLERS. Inspect for wear. Adjust to manufacturer's specifications.  |
| 62   |           | X         | X                | TRAVEL MECHANISM. Inspect and adjust clutches. Inspect travel lock, shafts and linkage for excessive wear.   |
| 63   | X         | X         | X                | GEARS AND PINIONS. Check open gears and pinions for proper lubrication.  |
| 64   | X         | X         | X                | HAMMER LINKS. Check for bending and elongated mounting bolt holes.   |
| 65   | X         | X         | X                | JAWS, LINERS AND CONCAVES. Check for wear and secure mounting.   |
| 66   |           | X         | X                | TOGGLE ASSEMBLY. Check plates, seats, and wedges for wear, cracks and breaks. Check tension spring for adjustment.   |
| 67   | X         | X         | X                | ECCENTRIC SHAFT OR SLEEVE. Check for wear, lube leaks.   |
| 68   | X         | X         | X                | CONVEYORS AND DRIVES. Check condition of belts and splices, alignment, scrapers and cleaners, tail pulley, chains and buckets, sprockets and safety guards.                        |
| 69   | X         | X         | X                | SCREEN AND DRIVES. Check for wear, mounting, alignment and operation. See that rivets, bolts and braces are in place and secure.   |
| 70   | X         | X         | X                | BINS, HOPPERS AND CHUTES. Check braces and fastening. Inspect operation of gates and controls.   |

| Item | Service          |                  | Item Description |   |
|------|------------------|------------------|------------------|---|
|      | <u>A</u><br>(01) | <u>B</u><br>(02) | <u>C</u><br>(03) | <u>ASI</u>  |
| 71   | X                | X                | X                | MIXER DRUM. Check cleanliness of drum and mixing flight, chutes, bearings and trunion rollers for wear.   |
| 72   | X                | X                | X                | PARTS AND COMPONENTS. Check miscellaneous parts and components as required.   |
| 73   | X                | X                | X                | ANY OTHER MAINTENANCE REQUIRED. Will be performed according to the manufacturer's manual and recommended maintenance procedures, or as otherwise directed by the Maintenance Supervisor.  |
| 74   |                  |                  | X                | Remove one front brake drum and one rear drum, inspect pads for wear and damage. Lube wheel bearings if required. All brake servicing will be performed in accordance with the manufacturer's specifications. Identify this with the function code S18. |

### Section 3. EQUIPMENT REPAIR ORDER USE PROCEDURES

#### 3301. EQUIPMENT REPAIR ORDER PREPARATION

(NAVFAC Form 11200/41, figures 3-3, 3-4, 3-5, 3-6, 3-7, and 3-8).

a. HISTORY JACKET. History jackets will be formatted as outlined below (figure 3-3) to keep them consistent and maximize the information they provide.





## HISTORY JACKET ORGANIZATION CHART

LEFT SIDE

1. Equip history summary  
(latest on top)
2. History Jacket copy  
ERO (latest on top)
3. Accident package

RIGHT SIDE

1. DD 1342 (most current on top)
2. DD250 (if applicable)
3. CED/CEMB shipping ERO(s)
4. CED/CEMB preservation ERO(s)
5. Contract repair/overhaul  
documents

## Notes:

- a. Each item should have its own TAB
- b. To start an Equipment History Summary Sheet:
  - (1) Enter the **Julian Date** the sheet was started  
(i.e., 96175).
  - (2) Add the **Total Cost** of all EROs and annotate on  
line 1.
  - (3) Add the **Total Hours of Labor** of all EROs and  
annotate.
  - (4) Compute the **cumulative miles or hours** for both  
primary and secondary as applicable. If the CESE is **unmetered**,  
check with dispatch for the unmetered log. If unavailable,  
estimate total usage to date.
  - (5) Annotate each ERO as it is placed in the History  
Jacket.

a. Equipment Repair Order. The Equipment Repair Order (ERO) was designed by the Naval Construction Force to record types of repairs and the total time an item of equipment is out of service. Accumulation of such data provides reliable information to plan the budget, to determine economical life expectancies and to predict future *PERSONNEL*, equipment and training requirements. The Equipment Repair Order Continuation Sheet, NAVFAC Form 11200/41A (figure 3-7), is used with the ERO and should be used when the number of repair items exceeds the spaces provided on the ERO. Equipment Repair Order Worksheet, NAVFAC Form 11200/41B (figure 3-8), is used locally to record repair parts use, and is filed with the completed ERO in the equipment history jacket.

b. Equipment Repair Order Design. The ERO and Continuation Sheet are five-part, multicolored (white, blue, green, yellow, and pink) snap sets or computer generated equivalent. The green sheet is the mechanic's working copy. Continuation sheets follow the same flow pattern as the identically colored ERO sheet.

c. Equipment Repair Order Sole Authority. An ERO is prepared as the sole authority to perform work on equipment in the following categories:

- (1) Scheduled preventive maintenance (PM).
- (2) Interim repairs that exceed 1.0 man-hour or which require repair parts.
- (3) Modernization or alteration of equipment.
- (4) Deadline cycling or preservation of equipment.
- (5) Accident inspection/investigation and repair.

d. Equipment Repair Order Completion. Block-by-block instructions for completing the ERO (figure 3-5) are detailed on the pages that follow. Also, an ERO flow chart can be found in paragraph 3302 (foldout page) of this manual. An asterisk (\*) signifies a critical entry that must be completed.

e. Equipment Repair Order Log. This is required to maintain an accountability for maintenance performed and documentation of completed EROs (see figure 3-4).

**Step 1.** The PM Clerk initiates the ERO and completes the blocks listed below. Asterisks (\*) denote blocks that must be completed.

| <u>Block</u> | <u>Entry</u>  |
|--------------|---|
| *1           | USN/ID NUMBER. USN number of the equipment that requires maintenance. No dash in number.  |
| *2           | EQUIPMENT CODE. Six-digit EC as shown on the PM Record Card (NAVFAC Form 11240/6, figure 3-2) or DOD Property Record (DD Form 1342, figure 3-15). ERO will be rejected if EC is not contained in the CASEMIS Master File, or if dashes are used.            |
| *3           | ACTIVITY UNIT IDENTIFICATION CODE (UIC). Enter five digit Unit Identification Code assigned to each Command, as published in NAVCOMPT Manual, volume 2, chapter 5. It must be preceded with an alpha character: R-Pacific Units, V-Atlantic Units, N-Other. |
| *4           | JOB ORDER NUMBER. Enter PM Group of equipment requiring maintenance.  |
| *5           | LOCATION/ALLOWANCE CODE. The equipment allowance locator code as indicated in the CASEMIS Equipment Identification Record. Examples: 1GU represents equipment allowance in Guam. EU1 represents equipment   |

| <u>Block</u> | <u>Entry</u>  |
|--------------|---|
|              | allowance in Rota, Spain. ERO will be rejected if location code is not contained in the NCF location table or if dashes are used.   |
| *6           | TYPE REPAIR. Enter the two-digit code that corresponds to the reason the equipment is being worked on. The codes are listed on the back of the ERO white copy.  |
| *ERO No.     | Enter eight-digit number and record data on ERO Log (figure 3-4). The first four digits of the ERO number will be two alpha characters and two numeric characters, such as AA00. The second group will be all numeric and will be a locally assigned Job Sequence Number (JSN), which runs continuously from 0001 through 9999, for rotating and non-rotating units, with no regard for end of fiscal year or NMCB BEEP. Do not insert dashes between numbers. <b>EXAMPLE:</b> If the relieved unit uses ERO number 0001 through 0400, the relieving unit will pick up at 0401 and so on until the number 9999 has been used. At such time as 9999 is used, a new series will be started at 0001. |
| 9-24         | Designated for the totals of estimated and actual labor hours, and estimated and actual material costs. The estimated portions of these blocks will be filled in if required.   |
| *27-28       | TIME AND JULIAN DATE. <u>Equipment Available</u> . Equipment available to shop.   |
| *44          | WORK PERFORMANCE. This block is used to record the activity that worked on the vehicle. If your activity is going to work on its own vehicle, check the Field/Shop block. If a private contractor or another military service is going to do the work, check the Contractor/Interservice block. If another Navy activity (CED, SRF) is going to do the work, check the Other Navy block.  |
| *48          | MAKE. Name of prime manufacturer as shown on the DD Form 1342. Standard abbreviations for manufacturer's names may be used.   |
| *49          | MODEL. Model of the prime equipment as shown on the DD Form 1342.   |
| *50          | ENGINE MFG.   |
| *51          | ENGINE MODEL.   |

| <u>Block</u> | <u>Entry</u>  |
|--------------|---|
| 52           | CHASSIS SERIAL NUMBER. Complete this block only if required for local use.  |
| *53          | ENGINE SERIAL NUMBER.   |
| 54           | CONTRACT NUMBER. Complete this block only if required for local use.  |
| *55          | YEAR OF MANUFACTURE. Enter last two digits of year of manufacture, as shown on the DD Form 1342.  |
| *56          | LAST PM SERVICE. Enter type and date of the last completed PM as shown on the NAVFAC Form 11240/6. Enter an alpha character (A, B, or C only) followed by the last character of the year and the Julian date. Example: A9150 = last PM was an "A" PM, year of 1999, day 150. (This can be left blank if Block 6 shows an 07 on last ERO for an acceptance check of a new piece of equipment just received). |
| 57           | PRIORITY. Complete only if required for local use.  |
| 58           | CUSTOMER DATE MATERIAL REQUIRED (DMR). Complete only if required for local use.   |
| 59           | PROJECT COMPLETION DATE. Complete only if required for local use.   |
| 60           | SHOP DATE MATERIAL REQUIRED (DMR). Complete only if required for local use.   |
| *61          | EQUIPMENT DESCRIPTION. Use the NAVFAC short description of the equipment, as shown on DD Form 1342.   |
| 62           | WORK CENTER (WC). Complete only if required for local use.  |

**Step 2.** The Cost Control Supervisor receives the ERO from the PM Clerk and completes the following blocks if required.

| <u>Block</u> | <u>Entry</u>   |
|--------------|--|
| 66           | ESTIMATED MATERIAL COST. Use only for repair cost estimates. |
| 69           | CONTRACTING FIRM. Complete if required for local use.        |
| 70           | DATE ARRIVED. Complete only if required for local use.       |
| 71           | INSPECTOR'S CODE. Complete only if required for local use.   |

**Step 3.** The Initial Inspector receives the ERO and DTO Information Sheet from the Cost Control Supervisor and completes the following blocks if required.

| <u>Block</u> | <u>Entry</u>   |
|--------------|--|
| *7           | <p>           HOUR METER READING. Accumulated hours of operation in whole numbers from the hour meter. If meter is not functioning, enter estimated hours from Hard Card, NAVFAC Form 11240/13 (figure 2-2), or leave blank if unit has no meter.         </p>   |
| *8           | <p>           MILE METER READING. Accumulated mileage in whole numbers from the odometer. If meter is not functioning, enter estimate from Hard Card.         </p>   |
| *14          | <p>           ACTUAL HOURS INSPECTION. Enter total time spent on initial equipment inspection. Time is entered in tenths of an hour.         </p>  |
| *29-30       | <p>           TIME AND JULIAN DATE OF INITIAL INSPECTION. Enter the actual time and date the inspection starts on the equipment.         </p>  |
| 31           | <p>           TOTAL WAIT TIME. Wait time is that time the equipment stands idle, commencing when vehicle was reported at the PM Clerk and ending when initial inspection starts.         </p>  |
| *45          | <p>           FUNCTION CODE. Record the appropriate three-digit, alphanumeric functional code in front of each repair description listed in Block 63. Each of the functional codes is listed on the back of the ERO white copy (figure 3-6). The functional code list has been expanded so that the type of work being performed can be more closely monitored. The Cost Control Supervisor will summarize the functional codes used by circling work that was actually performed on the back of the ERO white copy and continuation sheet white copy (figure 3-7).         </p> |
| *63          | <p>           WORK DESCRIPTION. Describe the work required in clear, concise terms. Do not use terms like "tune up", as this description covers more than one function code.         </p>  |
| *64          | <p>           PRIMARY/SECONDARY (PRI/SEC). When applicable, this block is used to indicate if the primary or secondary part of the equipment is to be worked on. An example is Equipment Code 8210XX, Crane Trk Mtd: Repairs that pertain to the crane portion would be (P); repairs that pertain to the carrier portion would be (S).         </p>  |

- \*72 INITIAL INSPECTOR'S SIGNATURE. The original inspector who inspected the equipment and wrote up the ERO signs in this block.
- \*73 DATE. Enter date of the initial equipment inspection.
- 74 INSPECTOR'S CODE. Complete only if required for local use.
- \*82 PAGE NUMBER. Complete if continuation sheets are used.

**Step 4.** The Maintenance Supervisor receives the ERO from the Initial Inspector and completes the following blocks.

|              |              |
|--------------|--------------|
| <u>Block</u> | <u>Entry</u> |
|--------------|--------------|

- \*80 MAINTENANCE SUPERVISOR'S SIGNATURE. The Maintenance Supervisor signs, authorizing the repair work to be done.
- \*81 DATE. Enter the date work is authorized.

**Step 5.** The Shop Supervisor receives the ERO from the Maintenance Supervisor and signs in the appropriate block.

|              |              |
|--------------|--------------|
| <u>Block</u> | <u>Entry</u> |
|--------------|--------------|

- \*46-47 TIME AND JULIAN DATE. Shop start time is the actual time the mechanic started working on the piece of equipment. If inspector put 0.5 hours in block 14 for actual inspection, shop start time should reflect at least a 30 minute difference between blocks 29 and 46 (0.1 hours is 6 minutes).
- \*68 SHOP SUPERVISOR'S SIGNATURE. The section supervisor who assigns the work to a mechanic signs in this block.
- 32/33 TIME AND JULIAN DATE. Stop for parts. This is used when no more work can be done on equipment, due to lack of parts. When this happens, the ERO package is forwarded to the DTO clerk to be put in the parts pending file. If after three (3) working days parts are still not available, then the ERO package is forwarded to the A4 and the equipment is deadlined.
- 36/37 TIME AND JULIAN DATE. Stopped for parts. This is used when no more work can be done on equipment, due to lack of parts. When this happens, the ERO package is forwarded to the DTO clerk to be put in the parts pending file. If after three (3) working days parts are still not available, then the ERO package is forwarded to the A4 and the equipment is deadlined.

**Step 6.** The Mechanic receives the **green (working)** copy of the ERO and completes the following blocks.

| <u>Block</u> | <u>Entry</u> |
|--------------|--------------|
|--------------|--------------|

- |     |   |
|-----|---|
| *65 | MAN-HOURS ACTUAL. (Green copy only) Record actual hours expended on each repair listed in Block 63. NOTE: If two or more personnel work on the same items, add the time together and record the total. Ensure that all time spent is accounted for. <i>Estimated</i> man-hours are used only for repair <i>cost estimates</i> . |
| *67 | MECHANIC'S INITIALS AND RATE. Mechanic enters his initials and rate as the work described in Block 63 is completed (Green copy only).   |

**Step 7.** The Shop Supervisor receives the green copy from the mechanic and completes the following blocks.

| <u>Block</u> | <u>Entry</u> |
|--------------|--------------|
|--------------|--------------|

- |        |   |
|--------|---|
| *40-41 | TIME AND JULIAN DATE. <u>Completed</u> . Equipment is released from shop. Enter time and date on <b>green (working) copy only</b> .   |
| 42     | TOTAL DOWN-FOR-SUPPLY (DFS) TIME. This block is provided for those activities that wish to manually record the total DFS time. This can be done by subtracting blocks 32/33 from blocks 34/35, and blocks 36/37 from blocks 38/39 and totaling the answers.                               |
| 43     | TOTAL DOWN FOR MAINTENANCE (DFM) TIME. This block is provided for those activities that wish to manually record the total DFM time. This can be done by subtracting blocks 46/47 from 32/33, blocks 34/35 from blocks 36/37, and blocks 38/39 from blocks 40/41 and totaling the answers. |

**Step 8.** The Final Inspector receives the ERO from the Shop Supervisor and completes the following blocks.

| <u>Block</u> | <u>Entry</u> |
|--------------|--------------|
|--------------|--------------|

- |     |  |
|-----|--|
| *75 | FINAL INSPECTOR'S SIGNATURE. The final inspector signs to indicate that all work was properly performed.                                     |
| *76 | DATE. Enter Julian date of final equipment inspection.   |
| *77 | CUSTOMER APPROVAL SIGNATURE. Yard Boss or Dispatcher (as designated) signs, noting they have received the equipment in dependable condition. |

| <u>Block</u> | <u>Entry</u> |
|--------------|--------------|
|--------------|--------------|

|    |   |
|----|---|
| 78 | ACTIVITY NAME. Complete only if required for local use. |
|----|---|

|     |  |
|-----|--|
| *79 | DATE. Julian date when dispatch accepts equipment. |
|-----|--|

**Step 9.** The Maintenance Supervisor reviews complete ERO package to ensure all repairs and paperwork were properly completed.

**Step 10.** The Cost Control Supervisor receives the ERO from the Maintenance Supervisor and completes the following blocks.

| <u>Block</u> | <u>Entry</u> |
|--------------|--------------|
|--------------|--------------|

|     |   |
|-----|---|
| *13 | ACTUAL HOURS DIRECT LABOR. Enter total accumulated direct labor time in hours and tenths from Block 83. If a continuation sheet was used, ensure that the subtotal from Block 83 is included. |
|-----|---|

|     |  |
|-----|--|
| *15 | ACTUAL HOURS INDIRECT LABOR. This includes Final Inspector, PM Clerk, DTO Clerk, Expediter, Cost Control Supervisor, Shop Supervisor, Maintenance Supervisor, and Technical Librarian. |
|-----|--|

|       |   |
|-------|---|
| 17-24 | Make entries as required. For local use only. |
|-------|---|

|     |   |
|-----|---|
| *25 | ACTUAL COST MATERIAL. Total cost to the nearest whole dollar from NAVSUP Form 1250-1 (figure 3-9) of all material expended on the equipment. Be sure to include material and labor costs of fabricated parts and used parts, with the same cost as new parts (for example, oil, brake fluid). |
|-----|---|

|     |   |
|-----|---|
| *16 | ACTUAL HOURS TOTAL. Enter total of Blocks 13, 14 and 15 above IN WHOLE HOURS ONLY. If 0.5 or above, go to the next higher whole number. If 0.4 and below, go to lower whole number. Example: 6.7 = 7, 6.4 = 6, etc. |
|-----|---|

|    |  |
|----|--|
| 26 | ACTUAL COST TOTAL. <u>Leave Blank.</u> |
|----|--|

|     |   |
|-----|---|
| *83 | ACTUAL MAN-HOURS SUBTOTAL. Record the total actual labor hours entered in Block 65. |
|-----|---|

|    |  |
|----|--|
| 84 | ESTIMATED MAN-HOURS SUBTOTAL. Complete only if required for local use. |
|----|--|

|    |   |
|----|---|
| 85 | ESTIMATED MATERIAL COST SUBTOTAL. Use only for repair cost estimates. |
|----|---|



**Step 11.** DTO Clerk. Receives the ERO from the Shop Supervisor if stopped for parts and holds in the parts pending folder for three (3) working days or until the parts arrive, which ever happens first. If parts are not received, he/she turns the ERO over to the A4, or he/she receives the yellow copy of the ERO with the 1250s for parts to be ordered. The copy of the ERO and chits go into the DTO folder.

| <u>Block</u> | <u>Entry</u> |
|--------------|--------------|
|--------------|--------------|

|       |  |
|-------|--|
| 34/35 | Time and Julian Date. Parts available. |
|-------|--|

|       |  |
|-------|--|
| 38/39 | Time and Julain Date. Parts available. |
|-------|--|

[illegible]

128

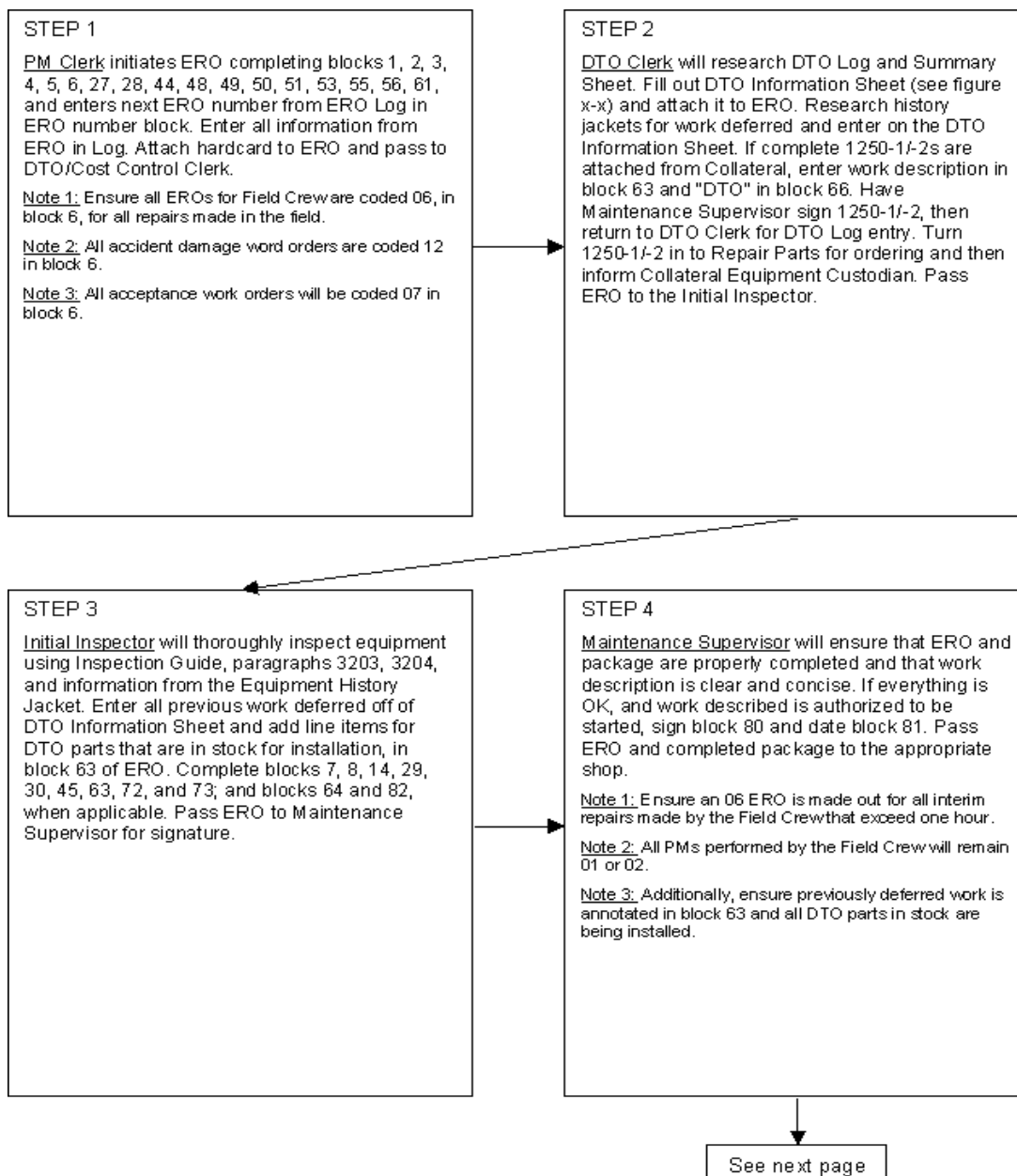
| EQUIPMENT REPAIR ORDER (ERO)<br>NAVFAC 11200/41 (Rev. 10-76) |              |                 |                        |   |                |                  |                       |               |          | SIN 0100-17-413-4206 |  |
|--|--------------|-----------------|------------------------|---|----------------|------------------|-----------------------|---------------|----------|----------------------|--|
| 1. ORIGIN NUMBER   | 2. ERO CODE  | 3. ACTIVITY USE | 4. JOB ORDER NUMBER    | 5. LOCATION/LANMARK   | 6. ITH AIRFAIR | 7. HOURS READING | 8. MILE METER READING | 9. ERO NUMBER | 10. DATE |                      |  |
| A. DIRECT LABOR  |              | B. INSPECTION   |                        | C. INDIRECT LABOR   |                | D. MATERIAL      |                       | E. TOTALS     |          |                      |  |
| ESTIMATED HOURS  | ACTUAL HOURS | ESTIMATED COST  | ACTUAL COST (WHOLE \$) | 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 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414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 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1011. 1012. 1013. 1014. 1015. 1016. 1017. 1018. 1019. 1020. 1021. 1022. 1023. 1024. 1025. 1026. 1027. 1028. 1029. 1030. 1031. 1032. 1033. 1034. 1035. 1036. 1037. 1038. 1039. 1040. 1041. 1042. 1043. 1044. 1045. 1046. 1047. 1048. 1049. 1050. 1051. 1052. 1053. 1054. 1055. 1056. 1057. 1058. 1059. 1060. 1061. 1062. 1063. 1064. 1065. 1066. 1067. 1068. 1069. 1070. 1071. 1072. 1073. 1074. 1075. 1076. 1077. 1078. 1079. 1080. 1081. 1082. 1083. 1084. 1085. 1086. 1087. 1088. 1089. 1090. 1091. 1092. 1093. 1094. 1095. 1096. 1097. 1098. 1099. 1100. 1101. 1102. 1103. 1104. 1105. 1106. 1107. 1108. 1109. 1110. 1111. 1112. 1113. 1114. 1115. 1116. 1117. 1118. 1119. 1120. 1121. 1122. 1123. 1124. 1125. 1126. 1127. 1128. 1129. 1130. 1131. 1132. 1133. 1134. 1135. 1136. 1137. 1138. 1139. 1140. 1141. 1142. 1143. 1144. 1145. 1146. 1147. 1148. 1149. 1150. 1151. 1152. 1153. 1154. 1155. 1156. 1157. 1158. 1159. 1160. 1161. 1162. 1163. 1164. 1165. 1166. 1167. 1168. 1169. 1170. 1171. 1172. 1173. 1174. 1175. 1176. 1177. 1178. 1179. 1180. 1181. 1182. 1183. 1184. 1185. 1186. 1187. 1188. 1189. 1190. 1191. 1192. 1193. 1194. 1195. 1196. 1197. 1198. 1199. 1200. 1201. 1202. 1203. 1204. 1205. 1206. 1207. 1208. 1209. 1210. 1211. 1212. 1213. 1214. 1215. 1216. 1217. 1218. 1219. 1220. 1221. 1222. 1223. 1224. 1225. 1226. 1227. 1228. 1229. 1230. 1231. 1232. 1233. 1234. 1235. 1236. 1237. 1238. 1239. 1240. 1241. 1242. 1243. 1244. 1245. 1246. 1247. 1248. 1249. 1250. 1251. 1252. 1253. 1254. 1255. 1256. 1257. 1258. 1259. 1260. 1261. 1262. 1263. 1264. 1265. 1266. 1267. 1268. 1269. 1270. 1271. 1272. 1273. 1274. 1275. 1276. 1277. 1278. 1279. 1280. 1281. 1282. 1283. 1284. 1285. 1286. 1287. 1288. 1289. 1290. 1291. 1292. 1293. 1294. 1295. 1296. 1297. 1298. 1299. 1300. 1301. 1302. 1303. 1304. 1305. 1306. 1307. 1308. 1309. 1310. 1311. 1312. 1313. 1314. 1315. 1316. 1317. 1318. 1319. 1320. 1321. 1322. 1323. 1324. 1325. 1326. 1327. 1328. 1329. 1330. 1331. 1332. 1333. 1334. 1335. 1336. 1337. 1338. 1339. 1340. 1341. 1342. 1343. 1344. 1345. 1346. 1347. 1348. 1349. 1350. 1351. 1352. 1353. 1354. 1355. 1356. 1357. 1358. 1359. 1360. 1361. 1362. 1363. 1364. 1365. 1366. 1367. 1368. 1369. 1370. 1371. 1372. 1373. 1374. 1375. 1376. 1377. 1378. 1379. 1380. 1381. 1382. 1383. 1384. 1385. 1386. 1387. 1388. 1389. 1390. 1391. 1392. 1393. 1394. 1395. 1396. 1397. 1398. 1399. 1400. 1401. 1402. 1403. 1404. 1405. 1406. 1407. 1408. 1409. 1410. 1411. 1412. 1413. 1414. 1415. 1416. 1417. 1418. 1419. 1420. 1421. 1422. 1423. 1424. 1425. 1426. 1427. 1428. 1429. 1430. 1431. 1432. 1433. 1434. 1435. 1436. 1437. 1438. 1439. 1440. 1441. 1442. 1443. 1444. 1445. 1446. 1447. 1448. 1449. 1450. 1451. 1452. 1453. 1454. 1455. 1456. 1457. 1458. 1459. 1460. 1461. 1462. 1463. 1464. 1465. 1466. 1467. 1468. 1469. 1470. 1471. 1472. 1473. 1474. 1475. 1476. 1477. 1478. 1479. 1480. 1481. 1482. 1483. 1484. 1485. 1486. 1487. 1488. 1489. 1490. 1491. 1492. 1493. 1494. 1495. 1496. 1497. 1498. 1499. 1500. 1501. 1502. 1503. 1504. 1505. 1506. 1507. 1508. 1509. 1510. 1511. 1512. 1513. 1514. 1515. 1516. 1517. 1518. 1519. 1520. 1521. 1522. 1523. 1524. 1525. 1526. 1527. 1528. 1529. 1530. 1531. 1532. 1533. 1534. 1535. 1536. 1537. 1538. 1539. 1540. 1541. 1542. 1543. 1544. 1545. 1546. 1547. 1548. 1549. 1550. 1551. 1552. 1553. 1554. 1555. 1556. 1557. 1558. 1559. 1560. 1561. 1562. 1563. 1564. 1565. 1566. 1567. 1568. 1569. 1570. 1571. 1572. 1573. 1574. 1575. 1576. 1577. 1578. 1579. 1580. 1581. 1582. 1583. 1584. 1585. 1586. 1587. 1588. 1589. 1590. 1591. 1592. 1593. 1594. 1595. 1596. 1597. 1598. 1599. 1600. 1601. 1602. 1603. 1604. 1605. 1606. 1607. 1608. 1609. 1610. 1611. 1612. 1613. 1614. 1615. 1616. 1617. 1618. 1619. 1620. 1621. 1622. 1623. 1624. 1625. 1626. 1627. 1628. 1629. 1630. 1631. 1632. 1633. 1634. 1635. 1636. 1637. 1638. 1639. 1640. 1641. 1642. 1643. 1644. 1645. 1646. 1647. 1648. 1649. 1650. 1651. 1652. 1653. 1654. 1655. 1656. 1657. 1658. 1659. 1660. 1661. 1662. 1663. 1664. 1665. 1666. 1667. 1668. 1669. 1670. 1671. 1672. 1673. 1674. 1675. 1676. 1677. 1678. 1679. 1680. 1681. 1682. 1683. 1684. 1685. 1686. 1687. 1688. 1689. 1690. 1691. 1692. 1693. 1694. 1695. 1696. 1697. 1698. 1699. 1700. 1701. 1702. 1703. 1704. 1705. 1706. 1707. 1708. 1709. 1710. 1711. 1712. 1713. 1714. 1715. 1716. 1717. 1718. 1719. 1720. 1721. 1722. 1723. 1724. 1725. 1726. 1727. 1728. 1729. 1730. 1731. 1732. 1733. 1734. 1735. 1736. 1737. 1738. 1739. 1740. 1741. 1742. 1743. 1744. 1745. 1746. 1747. 1748. 1749. 1750. 1751. 1752. 1753. 1754. 1755. 1756. 1757. 1758. 1759. 1760. 1761. 1762. 1763. 1764. 1765. 1766. 1767. 1768. 1769. 1770. 1771. 1772. 1773. 1774. 1775. 1776. 1777. 1778. 1779. 1780. 1781. 1782. 1783. 1784. 1785. 1786. 1787. 1788. 1789. 1790. 1791. 1792. 1793. 1794. 1795. 1796. 1797. 1798. 1799. 1800. 1801. 1802. 1803. 1804. 1805. 1806. 1807. 1808. 1809. 1810. 1811. 1812. 1813. 1814. 1815. 1816. 1817. 1818. 1819. 1820. 1821. 1822. 1823. 1824. 1825. 1826. 1827. 1828. 1829. 1830. 1831. 1832. 1833. 1834. 1835. 1836. 1837. 1838. 1839. 1840. 1841. 1842. 1843. 1844. 1845. 1846. 1847. 1848. 1849. 1850. 1851. 1852. 1853. 1854. 1855. 1856. 1857. 1858. 1859. 1860. 1861. 1862. 1863. 1864. 1865. 1866. 1867. 1868. 1869. 1870. 1871. 1872. 1873. 1874. 1875. 1876. 1877. 1878. 1879. 1880. 1881. 1882. 1883. 1884. 1885. 1886. 1887. 1888. 1889. 1890. 1891. 1892. 1893. 1894. 1895. 1896. 1897. 1898. 1899. 1900. 1901. 1902. 1903. 1904. 1905. 1906. 1907. 1908. 1909. 1910. 1911. 1912. 1913. 1914. 1915. 1916. 1917. 1918. 1919. 1920. 1921. 1922. 1923. 1924. 1925. 1926. 1927. 1928. 1929. 1930. 1931. 1932. 1933. 1934. 1935. 1936. 1937. 1938. 1939. 1940. 1941. 1942. 1943. 1944. 1945. 1946. 1947. 1948. 1949. 1950. 1951. 1952. 1953. 1954. 1955. 1956. 1957. 1958. 1959. 1960. 1961. 1962. 1963. 1964. 1965. 1966. 1967. 1968. 1969. 1970. 1971. 1972. 1973. 1974. 1975. 1976. 1977. 1978. 1979. 1980. 1981. 1982. 1983. 1984. 1985. 1986. 1987. 1988. 1989. 1990. 1991. 1992. 1993. 1994. 1995. 1996. 1997. 1998. 1999. 2000. 2001. 2002. 2003. 2004. 2005. 2006. 2007. 2008. 2009. 2010. 2011. 2012. 2013. 2014. 2015. 2016. 2017. 2018. 2019. 2020. 2021. 2022. 2023. 2024. 2025. 2026. 2027. 2028. 2029. 2030. 2031. 2032. 2033. 2034. 2035. 2036. 2037. 2038. 2039. 2040. 2041. 2042. 2043. 2044. 2045. 2046. 2047. 2048. 2049. 2050. 2051. 2052. 2053. 2054. 2055. 2056. 2057. 2058. 2059. 2060. 2061. 2062. 2063. 2064. 2065. 2066. 2067. 2068. 2069. 2070. 2071. 2072. 2073. 2074. 2075. 2076. 2077. 2078. 2079. 2080. 2081. 2082. 2083. 2084. 2085. 2086. 2087. 2088. 2089. 2090. 2091. 2092. 2093. 2094. 2095. 2096. 2097. 2098. 2099. 2100. 2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113. 2114. 2115. 2116. 2117. 2118. 2119. 2120. 2121. 2122. 2123. 2124. 2125. 2126. 2127. 2128. 2129. 2130. 2131. 2132. 2133. 2134. 2135. 2136. 2137. 2138. 2139. 2140. 2141. 2142. 2143. 2144. 2145. 2146. 2147. 2148. 2149. 2150. 2151. 2152. 2153. 2154. 2155. 2156. 2157. 2158. 2159. 2160. 2161. 2162. 2163. 2164. 2165. 2166. 2167. 2168. 2169. 2170. 2171. 2172. 2173. 2174. 2175. 2176. 2177. 2178. 2179. 2180. 2181. 2182. 2183. 2184. 2185. 2186. 2 |                |                  |                       |               |          |                      |  |

130

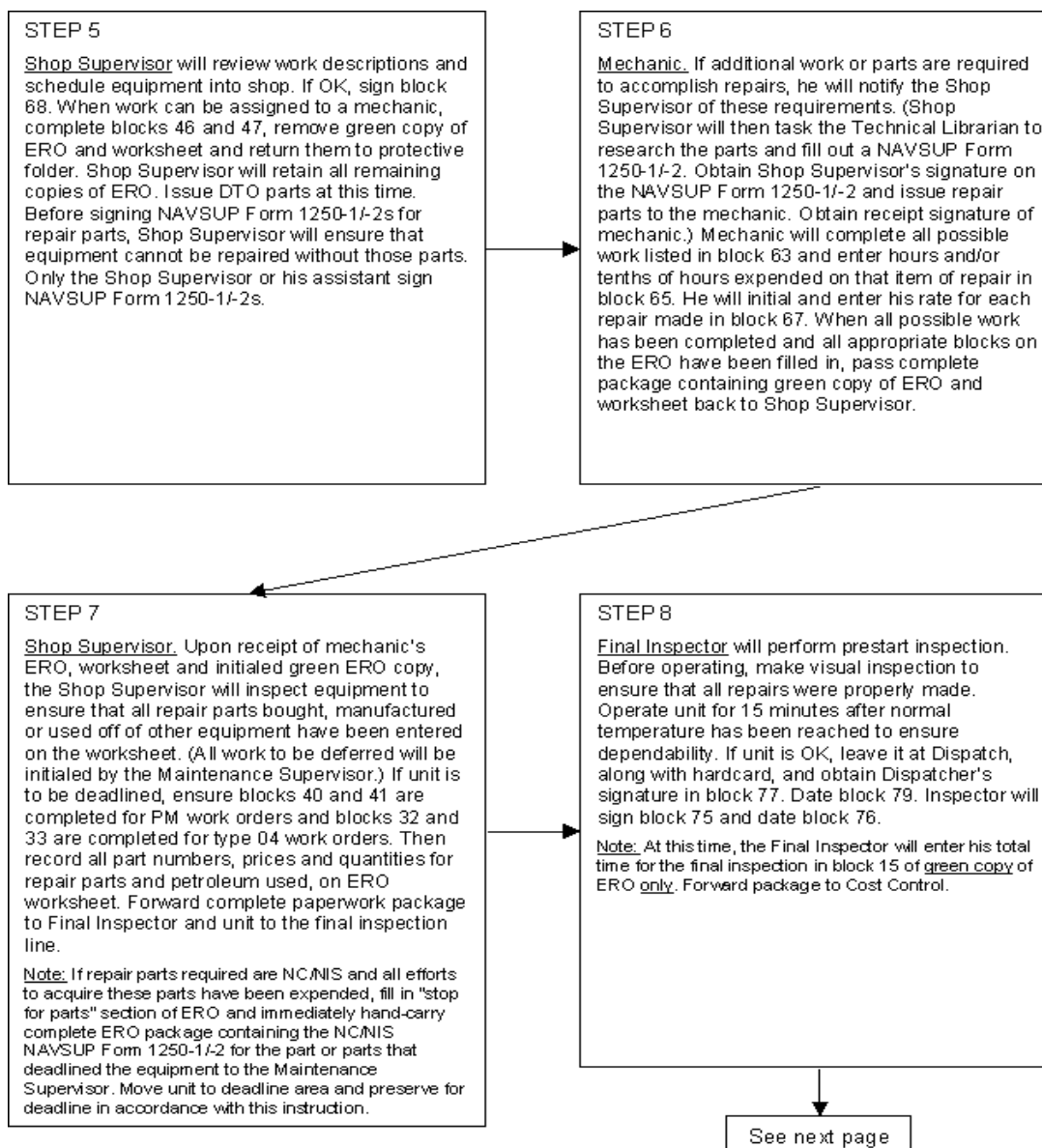
FIGURE 3-7. Equipment Repair Order (ERO) Continuation Sheet  
(NAVFAC 11200/41A)

132

### 3302. INTERNAL FLOW AND DISTRIBUTION OF THE EQUIPMENT REPAIR ORDER AND NAVSUP FORMS 1250-1 AND 1250-2.

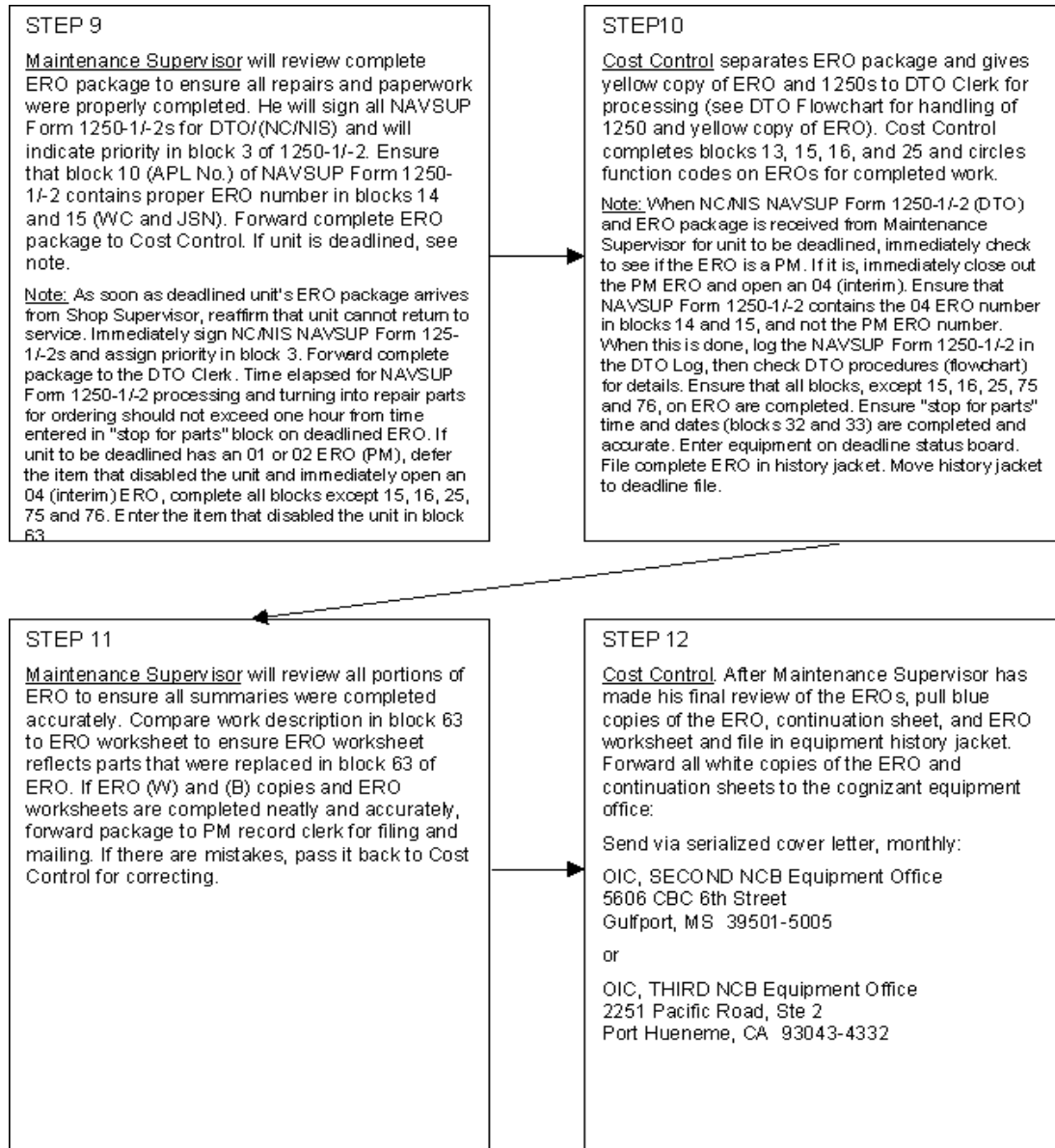


### 3302. INTERNAL FLOW AND DISTRIBUTION OF THE EQUIPMENT REPAIR ORDER AND NAVSUP FORMS 1250-1 AND 1250-2.





### 3302. INTERNAL FLOW AND DISTRIBUTION OF THE EQUIPMENT REPAIR ORDER AND NAVSUP FORMS 1250-1 AND 1250-2.



**3303. REPAIR PARTS AND DIRECT TURNOVER (DTO) FLOW PROCEDURES.**

a. Data Entries for Repair Parts. All requests for repair parts shall be submitted on a Single Line Item Consumption Document, NAVSUP Form 1250-1/-2, as per figures 3-9 and 3-11. The Yellow copy of the ERO must accompany all 1250s. Use the following instructions to prepare this form:

- (1) Use a ballpoint pen or typewriter for data entries.
- (2) Press hard enough to ensure all copies are legible.
- (3) Ensure each entry is in the proper data block.
- (4) To avoid confusion between zero and the alphabetic "O", use the communication Ø to represent a zero.
- (5) Complete data block entries as follows:

NAVSUP    NAVSUP  
1250-1    1250-2

Block    Block    Entry

- |   |   |  |
|---|---|--|
| 1 | A | Julian Date on which the requisition is submitted.                                 |
| 2 | B | Internal control department number for specific identification of the requisition. |
| 3 | C | Urgency-of-Need Designator (UND) as defined below:                                 |

UND      Definition

A (1) Requirement is immediate.

(2) Without the needed material, the activity is unable to perform one or more of its primary missions; for construction projects, for repair of equipment, or to eliminate an existing work stoppage or deadline CESE, Not Operationally Ready Supply (NORS).

B (1) It is known that requirement will occur in the immediate future.

(2) Anticipated Not Operationally Ready Supply (ANORS) requisitions will only be submitted for requirements of parts expected to fail; which, upon failure, would result in equipment being deadlined.

NAVSUP NAVSUP  
 1250-1 1250-2  
Block Block Entry

UND Definition (continued)

(3) Direct Turnover (DTO) repair parts which are required for support of equipment.

C (1) Requirement is routine.

(2) Stock replenishment at overseas forward area supply activities.

- |    |   |   |
|----|---|---|
| 4  | D | Enter the Julian date that delivery of material is required only when the requested item is Not In Stock (NIS), or Not Carried (NC), and the priority authorized to be assigned in a requisition will not provide for timely delivery of material.  |
| 8  | J | Noun name of the item requested.  |
| 9  | K | Enter a check mark or "X" if the requested item is required to replace a <u>failed part</u> . For example, any defective part which is strongly suspected of having been the primary cause of equipment failure; otherwise, leave blank.  |
| 10 | L | Enter the Allowance Parts List (APL) or other allowance list applicable to the equipment or component. If not listed, enter "NOT LISTED". For Pre-expended Bin (PEB) and SHOP USE materials enter "N/A" (not applicable).   |
| 13 | Q | Deployed units will use the assigned camp or detail Unit Identification Code (UIC) prefixed by the appropriate service code (R, V or N) for all materials or services procured against camp/detail funds. When deployed, the battalion UIC will be entered only for material or services used against funds held under the battalion UIC.         |
| 14 | R | A standard Work Center Code (WCC), as outlined by COMSECONDNCB/COMTHIRDNCBINST 4400.3 series, shall be entered.   |
| 15 | S | The Job Sequence Number (JSN) is a four-digit numeric. When the material being documented is not identified to a specific ERO, such as Pre-expended Bin (PEB) or SHOP USE material, the JSN block shall be filled with zeros. When JSN "0000" is used, print "PEB" or "SHOP USE", as applicable, in Remarks, Block 29. For maintenance and repair |

NAVSUP    NAVSUP  
1250-1   1250-2

Block   Block   Entry

of specific CESE items, each ERO will be given a JSN sequentially assigned between the numbers 0001 And 9999.

- |       |       |  |
|-------|-------|--|
| 16    | T     | Enter "Z100000" for equipment.<br>Enter "X000000" for PEB or SHOP USE material.  |
| 17    | U     | Check to indicate whether or not the parent equipment is listed in the COSAL or other allowance list when no APL/AEL number is indicated in data block 10, or when the requested item is not carried.        |
| 21-22 |       | Enter the Federal Supply Classification (FSC) and National Stock Number (NSN) (1250-1 only).   |
|       | 8-22  | Enter the Navy Item Control Number (NICN) on the 1250-2 only.  |
| 23    |       | Enter the Special Management Identification Certification Code (SMIC) if applicable.   |
| 24    | 23-24 | Enter Unit of Issue (UI) with two alpha characters only.   |
| 25    | 25-29 | Quantity. Limit the quantity of each maintenance-related item requested for issue to that actually required to accomplish a specific maintenance action.   |
| 29    |       | Remarks. Enter additional information pertinent to the requested item when required for identification or management purposes. Include USN No., PM Group and identify if collateral equipment. (1250-1 Only) |
| 30    |       | Signature of A6 or designated representative, when appropriate. (1250-1 only)  |
| 31    |       | Signature and grade or rate of the person receiving the material. (1250-1 only). Not required for DTO material as DTO receipts are already signed for.   |
|       | AA    | Enter the Commercial and Government Entity Code (CAGE) and manufacturer's part number. (1250-2 only)   |
|       | BB    | Enter the manufacturer's name, address, and point of contact (POC). (1250-2 only)  |

NAVSUP    NAVSUP  
 1250-1   1250-2  
Block   Block   Entry

CC      Enter the name, rate, division and phone number of person preparing 1250-2.  
 DD      Enter Tech Manual No./Blueprint No. if applicable.  
 EE      Enter the End Item Application if applicable.  
 FF      Enter Manufacturer's Catalog Identification if applicable.  
 GG      Enter the Catalog date if applicable.  
 HH      Enter the Technical Order No. if applicable.  
 II      Enter the name of item requested.  
 JJ      Enter as much description of item requested and/or complete nameplate data from existing unit.  
 KK      Enter Source of Supply (include phone no. and POC if available).  
 MM      Enter Requisitioner (clear text name and address).

b. Repair Parts Request. Complete the form as described above and process as follows:

(1) Repair Parts Available from Stock. After the Shop Supervisor or higher authority authenticates the request, the request is submitted to the repair parts storeroom. After the required part is obtained, the NAVSUP Form 1250-1 (figure 3-9) is signed in data block 31 by the receiver. Then the National Stock Number (NSN) quantity and price is documented on the ERO worksheet.

(2) Repair Parts Not In Stock (NIS), Not Carried (NC), or Procured from Salvage or Local Manufacture.

(a) If the repair part requested is NIS or NC, the storeroom storekeeper marks an "X" in the appropriate box in data block 12, and verifies data entries.

|  |                                   |                                     |  |   |                                  |                     |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
|--|-----------------------------------|-------------------------------------|--|---|----------------------------------|---------------------|-------------------|-----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|----|----|----|----|----|-----|----|----|----|----|----|----------|----|----|----|----|----|--------|--|--|--|--|--|-------|--|--|--|--|--|-------|--|--|--|--|--|---------------|--|--|--|--|--|-------|--|--|--|--|--|------|--|--|-----|--|--|------|--|--|-----|--|--|------|--|--|----------|--|--|-----|--|--|--------|--|--|-----|--|--|-------|--|--|-----|--|--|-------|--|--|--|--|--|---------------|--|--|--|--|--|-------|--|--|--|--|--|------|--|--|--|--|--|------|--|--|--|--|--|------|--|--|--|--|--|-----|--|--|--|--|--|-----|--|--|--|--|--|-----|--|--|--|--|--|
| 1 REQ DATE<br>8027   | 2 DEPT NO<br>B                    | 3 URGY<br>B                         | 4 RDD<br>8057                          | 5 LOCATION<br>MU2                             | 6 SM<br><input type="checkbox"/> | 7 ISSUE DATE        | A. REON QTY.      | B REON NO |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| 8 NOUN NAME OR REF SYM<br>L.A.T.C.H  | 9 FPR<br><input type="checkbox"/> | 10 APL AEL CID<br>9,5,0,2,2,4,7,3,4 | 11 INV QTY<br><input type="checkbox"/> | 12 NIS<br><input checked="" type="checkbox"/> | 13 UIC<br>R,5,5,5,0,4            | 14 WC<br>A,A,0,0    | 15 JSN<br>2,0,8,9 | 16 EIC    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| 17 EQUIP COSAL SUPPTD<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>   |                                   |                                     |  |   |                                  | 18 SC<br>-9,2       |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| 19 COG<br>5,3,3,0,0,0,2,9  |                                   |                                     |  |   |                                  | 20 MCC<br>1,2,8,3,4 |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| 21 PSC<br>E,A,0,0,0,1  |                                   |                                     |  |   |                                  | 22 MIN              |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| 23 SMIC<br>1,5,0,0   |                                   |                                     |  |   |                                  | 24 U/I              |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| 25 QUANTITY  |                                   |                                     |  |   |                                  | 26 UNIT PRICE       |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| 27 EXTENDED PRICE  |                                   |                                     |  |   |                                  | 28 FUND             |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| 29 REMARKS<br>USN 95-21179<br>PMG 8  |                                   |                                     |  |   |                                  | 30 APPROVED BY:     |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
|  |                                   |                                     |  |   |                                  | 31 RECEIVED BY:     |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
| <table border="1"> <tr> <td>32</td><td>33</td><td>34</td><td>35</td><td>36</td><td>37</td><td>38</td><td>39</td><td>40</td><td>41</td><td>42</td><td>43</td><td>44</td><td>45</td><td>46</td><td>47</td><td>48</td><td>49</td><td>50</td><td>51</td><td>52</td><td>53</td><td>54</td><td>55</td><td>56</td><td>57</td><td>58</td><td>59</td><td>60</td><td>61</td><td>62</td><td>63</td><td>64</td><td>65</td><td>66</td><td>67</td><td>68</td><td>69</td><td>70</td><td>71</td><td>72</td><td>73</td> </tr> <tr> <td colspan="33"></td> <td colspan="6">SVC</td> <td colspan="6">UIC</td> <td colspan="6">JUL DATE</td> <td colspan="6">SERIAL</td> <td colspan="6">D E M</td> <td colspan="6">S V C</td> <td colspan="6">SUPPL ADDRESS</td> <td colspan="6">S I G</td> <td colspan="6">FUND</td> <td colspan="6">DIST</td> <td colspan="6">PROJ</td> <td colspan="6">PRI</td> <td colspan="6">RDD</td> <td colspan="6">ADV</td> </tr> </table> |                                   |                                     |  |   |                                  |                     |                   |           | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56  | 57 | 58 | 59 | 60 | 61 | 62  | 63 | 64 | 65 | 66 | 67 | 68       | 69 | 70 | 71 | 72 | 73 |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  | SVC |  |  |      |  |  | UIC |  |  |      |  |  | JUL DATE |  |  |     |  |  | SERIAL |  |  |     |  |  | D E M |  |  |     |  |  | S V C |  |  |  |  |  | SUPPL ADDRESS |  |  |  |  |  | S I G |  |  |  |  |  | FUND |  |  |  |  |  | DIST |  |  |  |  |  | PROJ |  |  |  |  |  | PRI |  |  |  |  |  | RDD |  |  |  |  |  | ADV |  |  |  |  |  |
| 32   | 33                                | 34                                  | 35                                     | 36  | 37                               | 38                  | 39                | 40        | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65  | 66 | 67 | 68 | 69 | 70 | 71  | 72 | 73 |    |    |    |          |    |    |    |    |    |        |  |  |  |  |  |       |  |  |  |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |     |  |  |      |  |  |     |  |  |      |  |  |          |  |  |     |  |  |        |  |  |     |  |  |       |  |  |     |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |
|  |                                   |                                     |  |   |                                  |                     |                   |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | SVC |    |    |    |    |    | UIC |    |    |    |    |    | JUL DATE |    |    |    |    |    | SERIAL |  |  |  |  |  | D E M |  |  |  |  |  | S V C |  |  |  |  |  | SUPPL ADDRESS |  |  |  |  |  | S I G |  |  |  |  |  | FUND |  |  |     |  |  | DIST |  |  |     |  |  | PROJ |  |  |          |  |  | PRI |  |  |        |  |  | RDD |  |  |       |  |  | ADV |  |  |       |  |  |  |  |  |               |  |  |  |  |  |       |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |      |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |     |  |  |  |  |  |

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)  
NAVSUP FORM 1250-1 (7 PT) (REV 12/76) S/N 0108-LF-501-2506

**FIGURE 3-9. Repair Parts Request Data Entry Form, Single  
Line Item Consumption/Requisition Document  
NAVSUP Form 1250-1**

(b) The request for NIS/NC repair parts will be attached to the ERO and returned to the Cost Control Office for review by the Maintenance Supervisor and assignment of the Urgency-of-Need Designator. The ERO, with the NAVSUP Form 1250-1 attached, is then passed to the Cost Control Supervisor for verification and/or closing. They then pass the NAVSUP Form 1250-1/-2 to the DTO Clerk who records the information in the DTO Log and DTO Summary Sheet. The DTO Clerk pulls the yellow copy of the ERO and pink copy of the 1250 for the part ordered and files it with the DTO Parts Summary Sheet. NORS/ANORS entries in the DTO Log are annotated in "Red" ink.

(c) Requests for repair parts with an Urgency-of-Need Designator of "B" require the approval signature of the Maintenance Supervisor, or his designated assistant, in block 30 of NAVSUP Form 1250-1 and block CC of NAVSUP Form 1250-2. All Urgency-of-Need Designator "A" requests require the approval signature of the A6 or his/her designated representative.

(d) The Supply Department orders the NIS/NC repair part and returns the yellow copy of the NAVSUP Form 1250-1/-2 within 72 hours after assigning the Julian Date and Serial Number in data block B (figure 3-9) or data block I (figure 3-11). The Julian Date and Serial Number, referred to as the Requisition Number, are entered in the DTO Log, and are always used for reference whenever a request is made for the requisition status of an outstanding order. The pink copy of the 1250 is then discarded.

(e) When NIS/NC repair parts are received, the items are given to the DTO Clerk. The DTO Clerk annotates the parts received on the DTO Log and the appropriate DTO Summary Sheet. The yellow copy of the NAVSUP 1250-1/-2 is taken from the file and attached to the part which then is stowed in the DTO bin, according to the PM Group of the equipment for which it was ordered. Any DTO part received for a deadlined piece of equipment must be brought to the attention of the Maintenance Supervisor for disposition.

(f) Repair parts from salvage or local manufacture (fabrication within the unit) may not involve procurement or issue action throughout the repair parts storeroom, but must be documented for purposes of cost control and historical demand.

c. Job Control Number (JCN). The Job Control Number consists of fourteen alphanumeric characters. The first six characters are the Service Designator (R, V or N) and Unit Identification Code (UIC). The next four characters are the Work Center (WC) Code (for example, "AA00") as defined in COMSECONDNCB/COMTHIRDNCB 4400.3 series. The last four-character group is a locally assigned Job Sequence Number (JSN), normally the last four numbers of the ERO number.

d. Direct Turnover (DTO) Log. The DTO Log, (figure 3-13), is a sequential record and proof of order of all NAVSUP Form 1250-1/-2 requests for NIS/NC/Non-NSN requirements submitted to the repair parts storeroom. The DTO Clerk updates the DTO Information Sheet (figure 3-12) using information from the DTO Log (figure 3-13). The pink copy of the 1250 and the DTO Log entry serve as record and proof until receipt of the yellow copy of NAVSUP Form 1250 from the Automotive Repair Parts outlet. Supply order action is initiated within the time frame of the urgency of need, that is, "A", "B" or "C". The OPTAR/Requisition Storekeeper annotates the Requisition Number in Block B of NAVSUP Form 1250-1 or Block I of 1250-2. The yellow copy is returned to the Repair Parts Storeroom where outstanding requisition data is posted to stock record cards for NIS items. The yellow copy is returned to the Cost Control Office to log the requisition number in the DTO Log and to file with the ERO. The yellow copy of the NAVSUP Form 1250 is retained as proof of order. The DTO Log provides a cross-reference of the USN number of the ordered part and allows the DTO Clerk to identify the part when it is received, as well as the PM group DTO bin in which it belongs.

e. Repair Parts Summary Sheets. Summary Sheets, figure 3-10, show all parts on order for each vehicle. One sheet is maintained for each assigned USN number and is filed in PM group order. Summary Sheets are used to verify if the part is still required and to determine why the part was originally ordered. When equipment is to be transferred or disposed of, the Summary Sheet is used to identify any outstanding requisitions so they can be canceled.

| REPAIR PARTS SUMMARY SHEET              |          |     |           |              |                |       |
|---|----------|-----|-----------|--------------|----------------|-------|
| PM Group 23<br>Code 485001 USN 48-00123 |          |     |           |              |                |       |
| Date                                    | Dept. No | UND | Req No.   | Nomenclature | Follow up      | Rec'd |
| 8018                                    | A009     | B   | 8021-2211 | Gasket Set   | 1/31           | 2/28  |
| 8229                                    | A161     | B   | 8230-2713 | Injector     | 8/28 9/15 10/2 | 10/11 |
| 8246                                    | A218     | B   | -         | Raincap      |                |       |

FIGURE 3-10. Repair Parts Summary Sheet Sample

f. The DTO Status. Status furnished by S-4 is transcribed to the DTO Direct Turnover Log, CBPAC-(31)-4408/2 (figure 3-13), and the NORS/ANORS Status Boards. Intervals for follow-ups should not exceed seven (7) days for NORS/ANORS, 14 days for PRI B, and 30 days for PRI C requisitions.

g. Direct Turnover Flowchart. The sequences taken in a Direct Turnover action are diagramed in the flowchart shown in figure 3-14.

Note: Change all references of DTO/Cost Control Clerk to DTO Clerk.





DTO INFORMATION SHEET

ECC \_\_\_\_\_ PMG \_\_\_\_\_ USN \_\_\_\_\_

PARTS RECEIVED

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_  
 4 \_\_\_\_\_  
 5 \_\_\_\_\_  
 6 \_\_\_\_\_  
 7 \_\_\_\_\_  
 8 \_\_\_\_\_

PARTS ON ORDER/DESCRIPTION

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_  
 4 \_\_\_\_\_  
 5 \_\_\_\_\_  
 6 \_\_\_\_\_  
 7 \_\_\_\_\_  
 8 \_\_\_\_\_

WORK DEFERRED FROM PREVIOUS ERO

ITEMS

1 \_\_\_\_\_  
 \_\_\_\_\_  
 2 \_\_\_\_\_  
 \_\_\_\_\_  
 3 \_\_\_\_\_  
 \_\_\_\_\_

**FIGURE 3-12. Direct Turnover Information Sheet**

[illegible]

FIGURE 3-13. Direct Turnover Log

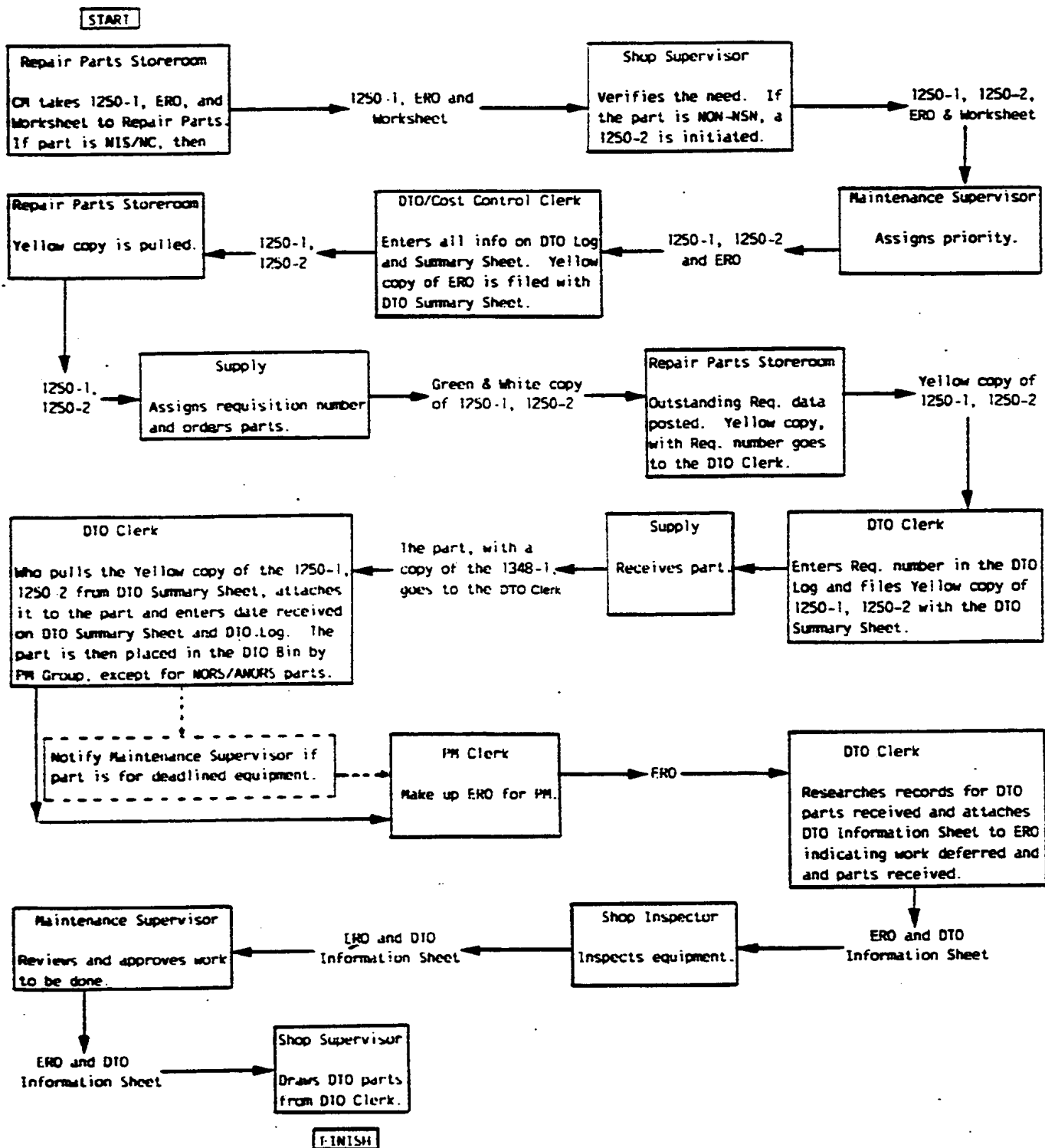


FIGURE 3-14. Direct Turnover Flowchart

Section 4. USE OF DOD PROPERTY RECORDS

**3401. DOD PROPERTY RECORD PREPARATION.** (DD Form 1342, figure 3-15). See NAVFAC P-300, figure H-26, for instructions on completing the DD Form 1342.

a. The preparation of a DD Form 1342 is essential for an efficient maintenance program. It furnishes the Technical Librarian, shop supervisors, and mechanics with vital information required for research, repair parts orders, and maintenance procedures.

b. The Maintenance Supervisor has the responsibility to update and maintain the DD Form 1342.

c. Compliance with the instructions for completing the DD Form 1342 is essential, and is listed in the Civil Engineer Support Equipment (CESE) Checklist, Section 6 of this chapter.

d. After the DD Form 1342 is accurately updated, Atlantic sites submit one copy to: SECONDNCB Det Gulfport, MS 39501-5005. Pacific sites forward one copy to: THIRDNCB Equipment Det Port Hueneme, CA 93043-4332. Original copy is filed in the appropriate history jacket.

|   |  |   |  |                                   |   |   |  |   |  |
|---|--|---|--|-----------------------------------|---|---|--|---|--|
| <b>DOD PROPERTY RECORD</b>  |  | 1. <input type="checkbox"/> ACTIVE <input type="checkbox"/> INITIAL<br><input type="checkbox"/> IDLE <input checked="" type="checkbox"/> CHANGE |  | 2. JULIAN DATE<br>6088            |   | 3. I.D./GOVERNMENT TAG NO.<br>94-04803  |  | Form Approved<br>OMB No. 22-R0209   |  |
| <b>SECTION I - INVENTORY RECORD</b>   |  |   |  |                                   |   |   |  |   |  |
| 4. COMMODITY CODE   |  | 5. STOCK NUMBER<br>2320005401428  |  | 6. ACQUISITION COST<br>\$3,805.00 |   | 7. TYPE CODE<br>4                       |  | 8. YR OF MFG<br>78  |  |
|   |  |   |  |                                   |   | 9. POWER CODE<br>4                      |  | 10. STATUS CODE   |  |
|   |  |   |  |                                   |   |   |  | 11. SVC CODE  |  |
|   |  |   |  |                                   |   |   |  | 12. COMMAND CODE  |  |
|   |  |   |  |                                   |   |   |  | 13. ADM OFFICE CODE<br>V55460   |  |
| 14. NAME OF MANUFACTURER<br>CHRYSLER CORPORATION DODGE DIVISION                             |  |   |  | 15. MPFS CODE<br>86403            |   | 16. MANUFACTURER'S MODEL NO.<br>6. D100 |  | 17. MANUFACTURER'S SERIAL NO.<br>D14AB8S296712  |  |
| 18. LENGTH<br>194"  |  | 19. WIDTH<br>80"  |  | 20. HEIGHT<br>73"                 |   | 21. WEIGHT<br>3576                      |  | 22. CERTIFICATE OF NON-AVAILABILITY NUMBER<br>249-78-MP-GW203   |  |
|   |  |   |  |                                   |   |   |  | 23. REP NO.   |  |
|   |  |   |  |                                   |   |   |  | 24. ARD   |  |
|   |  |   |  |                                   |   |   |  | 25. CONTRACT NUMBER<br>GS-005-78418   |  |
| 26. DESCRIPTION AND CAPACITY<br><br>TRUCK CARGO PICKUP 4X2 GED 4800GVW                      |  |   |  |                                   |   |   |  |   |  |
| CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO          |  |   |  |                                   |   |   |  |   |  |
| <b>ELECTRICAL CHARACTERISTICS</b>   |  |   |  |                                   |   |   |  |   |  |
| 27. QUANTITY  |  | HORSEPOWER  |  | VOLTS                             |   | PHASE                                   |  | CYCLE   |  |
|   |  |   |  |                                   |   |   |  | AC DC   |  |
|   |  |   |  |                                   |   |   |  | SPEED   |  |
|   |  |   |  |                                   |   |   |  | TYPE AND FRAME NUMBER   |  |
|   |  |   |  |                                   |   |   |  |   |  |
|   |  |   |  |                                   |   |   |  |   |  |
|   |  |   |  |                                   |   |   |  |   |  |
| 28. PRESENT LOCATION<br><br>20TH NCR GULFPORT MS 39501-5002                                 |  |   |  |                                   |   |   |  | 29. DIPEC CONTROL NO.<br><br>29. POSSESSOR CODE<br>V55460   |  |
| <b>SECTION II - INSPECTION RECORD</b>   |  |   |  |                                   |   |   |  |   |  |
|   |  |   |  | YES                               |   | NO                                      |  |   |  |
| 30. CAN ITEM BE STORED AND MAINTAINED ON SITE FOR AT LEAST 12 MONTHS?                       |  |   |  |                                   |   |   |  | 31. MUST ITEM BE REPAIRED/REBUILT/OVERHAULED TO PERFORM ALL FUNCTIONS?                                |  |
| 31. HAS ITEM BEEN REPAIRED/REBUILT/OVERHAULED? IF SO, REPAIR DATE                           |  |   |  |                                   |   |   |  | 32. DO GC RECORDS INDICATE SATISFACTORY PERFORMANCE? IF NO, EXPLAIN UNDER REMARKS BELOW               |  |
| 32. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? IF SO, EXPLAIN UNDER REMARKS BELOW  |  |   |  |                                   |   |   |  | 33. ARE PERMANENTLY OPERATED RECOMMENDING IN WORKING ORDER? IF NO, DESCRIBE UNDER REMARKS BELOW       |  |
| 33. HAS ITEM INSPECTED UNDER POWER? IF NOT, EXPLAIN UNDER REMARKS BELOW                     |  |   |  |                                   |   |   |  | 34. ARE SCALES, DIALS, AND GAUGES WORKING AND READABLE? IF NO, DESCRIBE UNDER REMARKS BELOW           |  |
| 34. ARE MAINTENANCE COSTS MODERATE? IF NOT, EXPLAIN UNDER REMARKS BELOW                     |  |   |  |                                   |   |   |  | 35. ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW |  |
| 35. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? IF NOT, EXPLAIN UNDER REMARKS BELOW       |  |   |  |                                   |   |   |  | 36. ARE ELECTRONIC SYSTEMS AND CONTROLS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW       |  |
| 36. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?                                   |  |   |  |                                   |   |   |  | 37. HOW MANY HOURS WAS ITEM USED BY CURRENT POSSESSOR?  |  |
| 37. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?                                      |  |   |  |                                   |   |   |  | 38. EXPLAIN UNDER REMARKS LAST USE OF EQUIPMENT DESCRIBED BY ITEM 36 ABOVE                            |  |
| 38. WAS ITEM LAST USED ON A FINISHING OPERATION?  |  |   |  |                                   |   |   |  | 39. ESTIMATED COST FOR PACKING, CEARING, HANDLING   |  |
| 39. WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?                                   |  |   |  |                                   |   |   |  | 40. INDICATE DATE YEAR WILL BE AVAILABLE FOR RECONSTRUCTION   |  |
| 40. IS ITEM SEVERABLE WITHOUT DAMAGE TO COMPO- NENT? IF NOT, GIVE THEIR REPLACEMENT COST \$ |  |   |  |                                   |   |   |  | 41. CONDITION CODE<br>A-5   |  |
| 41. IS ITEM IN OPERABLE CONDITION?  |  |   |  |                                   |   |   |  | 42. OPERATING TEST CODE   |  |
| <b>SECTION III - REMARKS</b>  |  |   |  |                                   |   |   |  |   |  |
| 43. REMARKS<br><br>1. TC-6<br>2. SC-T<br>3. ECC 031301                                      |  |   |  |                                   |   |   |  |   |  |
| REMARKS CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO  |  |   |  |                                   |   |   |  |   |  |
| <b>SECTION IV - DISPOSITION RECORD</b>  |  |   |  |                                   |   |   |  |   |  |
| 44. CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)  |  |   |  |                                   | 45. TYPE OF DISPOSITION<br><input type="checkbox"/> DONATION <input type="checkbox"/> DESTRUCTION<br><input type="checkbox"/> SALE <input type="checkbox"/> ABANDONMENT |   |  | 46. DATE OF DISPOSITION AND PROCEEDS IF SOLD  |  |
| <b>SECTION V - VALIDATION RECORD</b>  |  |   |  |                                   |   |   |  |   |  |
| 47. VALIDATION (TYPED NAMES) AND SIGNATURE(S)<br><br>CM1 DALLAS J. MeGIE                    |  |   |  |                                   |   |   |  |   |  |

DD FORM 1342 1 MAY 78 3/78 GED-47-601-3420

EDITION OF 1 AUG 77 MAY BE USED UNTIL EXHAUSTED

PAGE 1 OF 2 PAGES

FIGURE 3-15. DOD Property Record  
DD Form 1342

**Section 5. PAINTING AND IDENTIFICATION OF NCF EQUIPMENT.** (From Technical Bulletin 98-1): In recent years, Vehicular Paint and Preservation Programs within the Department of Defense have been closely scrutinized to ensure these operations meet Federal Environmental Laws and Regulations. This includes overseas where resident Safety/Environmental staffs are required to meet standards set forth by host nations. To keep the Naval Construction Force (NCF) current, clarification in definition and operation of our NCF Civil Engineer Support Equipment (CESE) preservation program is set forth as follows:

a. CHEMICAL AGENT RESISTANT COATING (CARC) PAINT: As approved by manufacturer, disregard one quart per day limit. CARC airborne painting is authorized provided the **MATERIAL SAFETY DATA SHEET (MSDS) SAFETY REQUIREMENTS ARE STRICTLY OBSERVED;** to include following all Host Nation and Local Command Regulations. CARC is a polyester urethane paint. Regulation requires the TC23C NIOSH/MSHA respirator, rubber gloves and splash proof eyewear be utilized whenever handling this paint product. A respirator must be worn when sanding CARC, and never burn CARC paint.

b. PAINTS/PRIMERS: This standard Gloss Green Paint #14064 (NSN 8010-00-298-2295) is authorized for preservation of all CESE. Enamel reducer (NSN 8010-00-558-7029) shall be used with this paint. Ensure primers are mixed with proper thinners. Primer (NSN 8010-00-9359890) is prescribed. Ensure all paint products are lead and chromate free. The above NSNs are not the only acceptable paints. Other lead and chromate free products are available.

c. EQUIPMENT: Only a High Volume Low-Pressure (HVLP) gun is authorized for use in any NCF Paint Facility. Paint orifice (NSN 4940-01-315-9729) and inductor (NSN 4940-01-3919274) are recommended.

d. PAINTING/REPAIR FACILITIES: Management needs to ensure these operations are being done in accordance with OPNAV 5100.23 series instructions. Air emission standards, respirator protection and monitoring standards, as well as resident command policies will be followed. Resident NCF units will ensure, as part of their turnover with incoming units, that the local EPA permits are reviewed with Brigade oversight. For example, in Puerto Rico the current EPA permit outlines facility inspection duration for operation and air emission standards. It also includes quantity/duration of spray booth daily operations. Changes to site-specific requirements will be done through local authority with Brigade Safety and Equipment Staff approval.

e. LEAD ABATEMENT: Abatement Program is no longer required.

**3501. GENERAL REQUIREMENTS.** Equipment due for a complete refinishing is painted in conformance with specified colors. Vehicles that require "touch up" will be painted the same color currently on the equipment. However, should it be impossible to obtain matching colors, off shades, primer or any other metal preservative is preferable to rust and deterioration. Paint used should conform to Federal Standard No. 595 and identification of equipment should remain consistent with this manual. Equipment shall be repainted when the paint no longer protects against rust or corrosion. Repainting of CESE shall not be done merely to change the color or gloss characteristics. Spot painting shall be used in lieu of complete refinishing, whenever possible. Exposed bare metal surfaces shall be spot painted immediately to prevent rust. Additional information may be obtained from the NAVFAC P-300.

a. Color. COMSECONDNCB/COMTHIRDNCB equipment will be painted as follows:

(1) Sedans; Vans/Carryalls; Buses: Exclusive of chrome, paint will be white.

(2) All Other Vehicles and Equipment: The paint will be olive drab green. Local mixing of paint is not authorized. The standard color is #14064 (NSN 8010-00-298-2295). An enamel reducer (NSN 8010-00-935-9890) shall be used with this paint. Ensure that the paint products are lead and chromate free. The above listed paints are not the only authorized.

(3) Chemical Resistant Coating paint is referenced in the NAVFAC P-300 appendix J. As approved by manufacturer, disregard the one quart per day limit. CARC airborne painting is authorized provided the Material Safety Data Sheet safety requirements are strictly observed, to include following all Host nation, Local Command and or Federal regulations, whichever are the most stringent.

b. Equipment. Only a High Volume Low Pressure (HVLP) gun is approved for use in any NCF paint facility. Paint orifice (NSN 4940-01-315-9729) and inductor (NSN 4940-01-391-9274) are recommended.

c. Identification. Location of USN numbers and special markings are in accordance with NAVFAC P-300, except:

(1) Administrative vehicles: numbers will be 1 1/2 inches in height.

(2) Drawn and motorized scrapers: place on both sides of the gooseneck.

(3) Lettering and numbers are applied with black paint. Black, pressure-sensitive, vinyl numbers/letters are acceptable



and may be requisitioned from Naval Construction Battalion Centers, Port Hueneme, CA and Gulfport, MS (CBC PORHUE/CBC GULFPORT). Use data provided in paragraph 3502 subparagraph (f) of this chapter.

(4) To readily identify all COMSECONDNCB/COMTHIRDNCB automotive, construction, and material handling equipment, a Seabee insignia with a diameter of 8 inches will be painted on all equipment with glossy yellow paint (SPEC TT-E-489). If space does not permit, a 4-inch Seabee stencil may be used.

(5) The stencils are requisitioned from CBC PORHUE/CBC GULFPORT. Use the following NSNs and nomenclature:  
 NSN 9Q 7520-00-067-8434 Stencil, Insignia, Seabee 8-inch  
 NSN 9Q 7520-00-269-9012 Stencil, Insignia, Seabee 4-inch

d. Additional Identification. Further identification to be applied to COMSECONDNCB/COMTHIRDNCB equipment. See figure 3-16.

(1) To readily identify Naval Construction Brigade (NCB) and Naval Construction Regiment (NCR) equipment, the following applies:

(a) Organic Equipment: A red pentagon decal for NCB and red triangle for NCR, with a vertical measurement and horizontal base measurement of four inches, which contains the appropriate command designator in two-inch white numerals.

(2) To readily identify Naval Mobile Construction Battalion (NMCB) equipment, the following applies:

(a) Organic (P-25) Equipment: A red diamond-shaped decal with a horizontal measurement of 6 inches and a vertical measurement of 4 inches, which contains the battalion designator in 2-inch white numerals.

(b) Augment Equipment: A white diamond-shaped decal with a horizontal measurement of 6 inches and a vertical measurement of 4 inches, which contains the battalion designator in 2-inch red numerals.

(3) To readily identify Construction Battalion Maintenance Unit (CBMU) equipment, the following applies:

(a) Organic Equipment: A red circular decal with a diameter of 4 inches, which contains the appropriate CBMU designator in 2-inch white numerals.

(b) Augment Equipment: A white circular decal with a diameter of 4 inches, which contains the appropriate CBMU designator in 2-inch red numerals.

(4) To readily identify Naval Construction Force Support Unit (NCFSU) allowance equipment, the following applies:

(a) Organic Equipment: A red oval with vertical measurement of 4 inches, and horizontal base measurement of 6 inches, which contain the appropriate command designator in 2 inch white numerals.

(b) Augment Equipment: A white oval with vertical measurement of 4 inches, and horizontal base measurement of 6 inches, which contain the appropriate command designator in 2 inch red numerals.

(5) To readily identify Seabee Team allowance equipment, the following applies:

(a) Seabee Team Organic Equipment: A red rectangular decal with a vertical measurement of 4 inches and a horizontal measurement of 6 inches, which contains the appropriate parent battalion designator (NOT Seabee Team designator) in 2 inch white numerals.

(b) Seabee Team Augment Equipment: A white rectangular decal with a vertical measurement of 4 inches and a horizontal measurement of 6 inches, which contains the appropriate parent battalion designator (NOT Seabee Team designator) in 2 inch red numerals.

(6) Unit identifier markings are applied on equipment in the following general location, to be clearly visible for 50 feet.

(a) Automotive self-propelled equipment - front and rear.

(b) Automotive towed equipment - one on rear and one on left side of the equipment near the front.

(c) Other equipment - on each side near the USN numbers.

(7) Unit identifier markings (BEEP stickers) are requisitioned in accordance with CESO Maintenance Bulletin, No. 140, May 1991.

(8) Vehicles used for the bulk transportation of gasoline, fuel, oil, or other flammable liquids are marked as follows:

(a) On both sides and the rear of the body with the word "FLAMMABLE" in 6 inch black letters and the words "NO SMOKING WITHIN 50 FEET" in 3 inch black letters and numerals. If this size lettering is too large for the tank, the letters and

numerals will be the largest appropriate size. This marking will be on two lines and placed so that the latter wording appears directly below the word "FLAMMABLE".

(b) The appropriate designation of the liquid being transported is displayed as follows:

1 A bracket (with backing) 8 inches by 36 inches is bolted to each side of the tank (or tank carrier).

2 A removable plate painted black with yellow letters to designate the liquid being transported is inserted in the bracket. One side of the plate is marked "MOGAS", the other side "DIESEL". The letters are 6 inches high.

e. Lifting Device

(1) Lifting devices and markings described below are painted glossy yellow in color (SPEC TT-E-489).

(2) The markings "LIFT HERE" are 1 inch in height. Stenciling located on an area readily visible to observation, adjacent to the lifting device.

f. Tire Pressure. Tire pressures are stenciled on all vehicles with pneumatic rubber tires; for example, "TP35". The letters are 1 inch in height. The location is above the tire on the lower portion of the fender, or other appropriate location on the body, and conforms to paragraph 3501 subparagraph b(3) of this section.

g. Operator Nameplates

(1) Operator nameplates which conform to the below listed specifications may be displayed on automotive vehicles if approved by chain of command. Nameplates, when displayed, are centered on the grille.

(a) Specifications. Nameplates are to be constructed of wood with dimensions of 3 1/2 inches high by 18 inches long. Background color shall be green. Lettering shall be 2 inches high, painted with glossy yellow paint (SPEC TT-E-489), and centered on the nameplate.

h. Vehicle Classification Marking

(1) Vehicle classification marking may be displayed on vehicles and equipment as outlined in Department of the Army Field Manual, Route Reconnaissance and Classification, (FM5-36), when required by local theater commander. Classification sign, when displayed, conforms to the specifications that follow.

(a) Front Signs. The front sign is used on all vehicles except trailers. This sign will be 9 inches in diameter with black lettering (color No. 17038) on yellow background (SPEC TT-E-489), and whenever possible, is placed or painted on the right side of the front of the vehicle facing forward, above or on the bumper, but below the driver's line of vision.

(b) Side Signs. The side sign is used only on trailers. This sign is 6 inches in diameter with black lettering (color No. 17038) on yellow background (SPEC TT-E-489). It is placed or painted on the right side of the vehicle, facing forward.

i. Special Marking and Stenciling. Do not place marking or stenciling, other than that listed in this manual, upon any portion of COMSECONDNCB/COMTHIRDNCB equipment without prior approval of applicable Brigade Equipment Office.

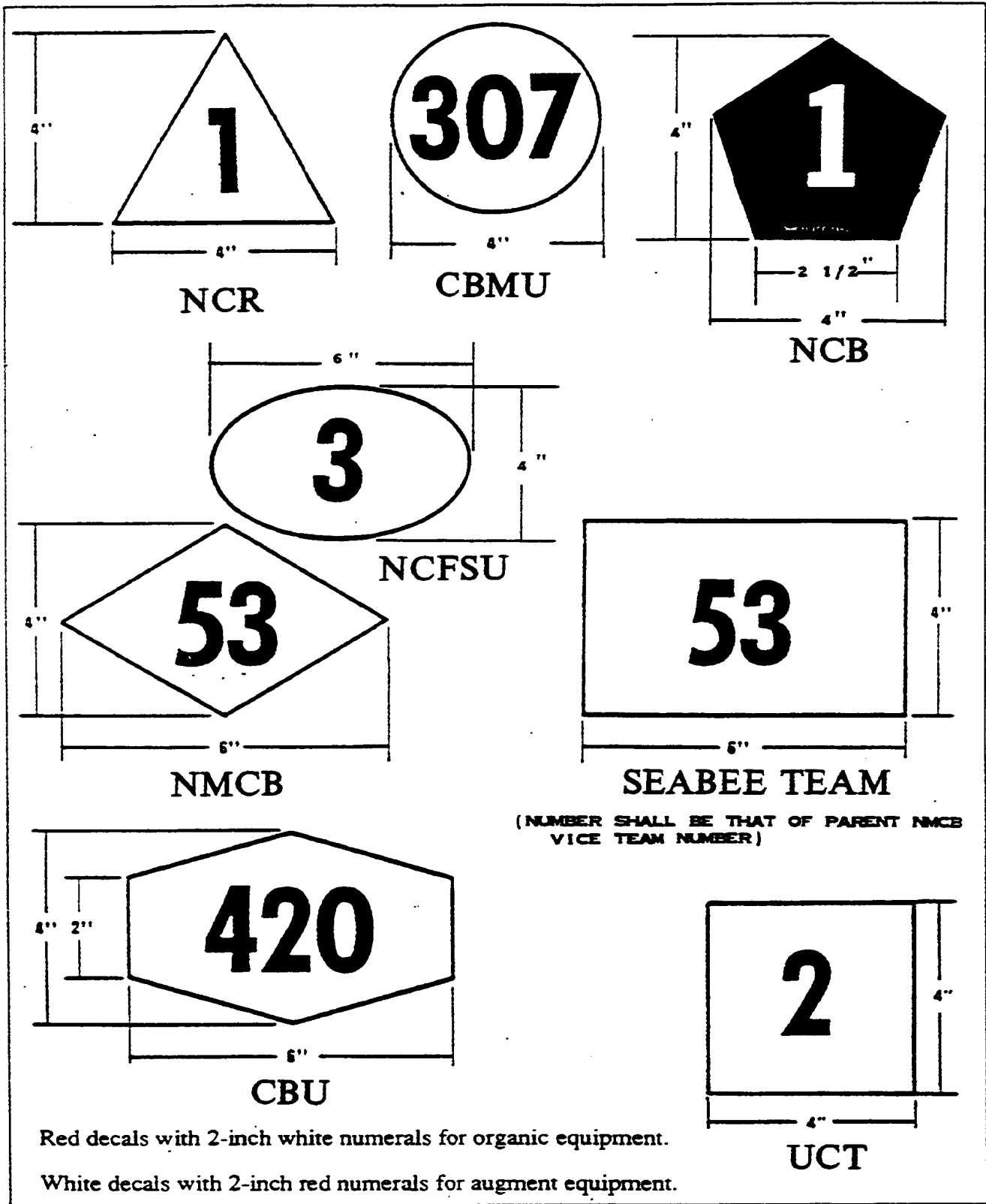


FIGURE 3-16. Unit Identification Markings

**3502. PAINTING SEABEE INSIGNIA ON COMSECONDNCB/COMTHIRDNCB EQUIPMENT**

a. Seabee Insignia. The Seabee insignia provides a positive identification of Seabee equipment when proximity of camps or projects might cause confusion between that equipment and the equipment of other units. Paragraph 3501 of this chapter provides authority for the painting of such insignia upon COMSECONDNCB/COMTHIRDNCB equipment. Such stencils shall be painted with glossy yellow paint (SPEC TT-E-489) on vehicles painted OD green. Seabee stencils when applied to camouflage painted vehicles shall be flat black.

b. Special Marking Recommendations. In special instances, the recommendation is to "display conspicuously, both sides". This is true of equipment such as rock crushers, and bucket elevators, several of which are contained within the COMSECONDNCB/COMTHIRDNCB inventory made by several different manufacturers. In this case, stencils are to be painted on a permanent, non-removable part of the equipment and plainly open to view. Such stencils are not to be painted upon safety guards or removable engine hoods. Common sense must apply on CESE where the non-removable location is not available. In this case this marking should be affixed to the most permanent panel. Located as close to the USN as possible.

c. Proper Marking Advice. If any particular instance arises in which doubt as to the proper location for stenciling exists, advice may be sought from the respective Brigade Equipment Office.

d. Marking Responsibility. It shall be the responsibility of each equipment office staff to ensure that stencils are painted on all new equipment and no item of equipment is shipped prior to being stenciled.

e. Stencil Locations for Seabee Insignia on Equipment for COMSECONDNCB/COMTHIRDNCB

| <u>Codes</u>   | <u>Location on Equipment</u>                |
|--|---|
| 006300, 007000,<br>009000  | Directly below USN number, both sides       |
| 010400   | Directly below USN number, both front doors |
| 030700   | Front fender side panels                    |
| 031300, 032900,<br>033000, 036000,<br>036100, 045600,<br>053300, 053600,<br>053900, 058000,<br>058211, 058700, | Directly below the USN number, both doors   |

| <u>Codes</u>  | <u>Location on Equipment</u>                               |
|---|--|
| 058800, 059000,<br>060700, 064300,<br>064400, 064500,<br>064900, 071300,<br>071500, 071900,<br>072200, 072300,<br>072500, 073000,<br>074600 | Directly below the USN number, both doors                  |
| 080100, 080400  | Directly forward of fender, both sides                     |
| 081200  | Main side rail, forward both sides                         |
| 081300  | Directly below USN number, both sides                      |
| 081600  | Main side rail, forward both sides                         |
| 082600, 082700  | Directly aft USN number, both sides of<br>gooseneck        |
| 082900  | Both sides of tongue                                       |
| 084200  | Directly aft USN number, both sides of tongue              |
| 084300  | Both sides of tongue                                       |
| 084800, 085100,<br>085600, 085700   | Directly below USN number, both sides                      |
| 086200  | Directly aft USN number, both sides of<br>gooseneck        |
| 088000  | Directly below USN number, both sides                      |
| 110400  | Display conspicuously, both sides                          |
| 130400, 130600,<br>132400, 134800   | Directly below USN number, both sides of mast              |
| 182600  | Directly below USN number, both sides                      |
| 211000, 211100,<br>212000, 213000   | Directly above USN number, both sides                      |
| 220000  | Display conspicuously, two places each side,<br>both sides |
| 222000, 222500  | Display conspicuously, both sides                          |
| 230000  | Directly below USN number, both sides                      |
| 241000  | Display conspicuously, both sides                          |

| <u>Codes</u>                      | <u>Location on Equipment</u>   |
|-----------------------------------|--|
| 241700                            | On radiator shell, both sides  |
| 242000, 243200,<br>243400, 246200 | Directly below USN number, both sides  |
| 247000                            | Display conspicuously, both sides  |
| 252000                            | (Truck-type) directly below USN number, both doors. (Trailer-type) directly below USN number, both sides |
| 252100                            | (Truck-type) directly below USN number, both doors   |
| 253500, 254000,<br>254200         | Directly below USN number, both sides  |
| 261000, 261600,<br>262000         | Display conspicuously, both sides  |
| 272000                            | Centered on main frame, both sides   |
| 272100                            | Directly below USN number, both sides  |
| 272400                            | Directly aft USN number, both sides  |
| 275000, 275200                    | Display conspicuously, both sides  |
| 276000                            | Directly aft USN number, both sides  |
| 284000                            | Centered on engine panels, both sides  |
| 311000                            | (Truck-type) directly below USN number, both doors (Trailer-type) directly below USN number, both sides  |
| 313500, 315500,<br>316500         | Directly below USN number, both sides  |
| 353200                            | Centered on mast, both sides   |
| 363000                            | Display conspicuously, both sides  |
| 371000                            | Centered on engine panels, both sides  |
| 372000                            | Centered on main frame, both sides   |
| 423000, 424000                    | Centered under USN number, both sides  |
| 431000                            | Directly above USN number, on engine panels, both sides  |



| <u>Codes</u>   | <u>Location on Equipment</u>                          |
|--|---|
| 433000   | Directly below USN number, both sides of carrier cab  |
| 442000   | Centered on seat box, both sides                      |
| 453000, 453100   | Centered near seat box, both sides                    |
| 461500   | Directly below USN number, both sides                 |
| 462100   | On main frame, aft USN number, both sides             |
| 462200   | Directly below USN number, both sides                 |
| 462500   | Display conspicuously, both sides                     |
| 463000, 463500   | Directly below USN number, both sides                 |
| 464000   | Directly below hood latches on main frame, both sides |
| 471000, 473100, 475000                                 | Center on gooseneck, both sides                       |
| 476000, 477000   | Directly below USN number, both sides                 |
| 482000, 483000, 484000, 485000, 485100                 | Both sides of fuel tank                               |
| 487400, 487500   | Directly aft USN number, both sides                   |
| 489300   | Aft of accommodation ladder, both sides               |
| 511000, 512000, 512100, 512200, 512400, 512500, 512800 | Directly below USN number, both sides                 |
| 516000   | Centered on lube tanks, both sides                    |
| 517000   | Directly below USN number, both sides                 |
| 521000   | Directly below USN number, on reduction gear case     |
| 522000   | Display conspicuously, both sides                     |
| 541000   | Directly below USN number, both sides                 |
| 542000, 549800   | Display conspicuously, both sides                     |
| 563500   | Centered on both sides of tank                        |

| <u>Codes</u>                      | <u>Location on Equipment</u>  |
|-----------------------------------|---|
| 571000                            | Directly aft USN number, both sides   |
| 572000                            | Centered on seat box, both sides  |
| 574000                            | Centered under USN number, both sides   |
| 590000                            | Directly above fender, both sides   |
| 591000                            | Directly above USN number, both sides <u>NOTE:</u><br><u>On Southwest Trailers, both sides of</u><br><u>gooseneck</u> |
| 734100                            | Directly below USN number, both doors   |
| 821000, 821800,<br>824600, 824900 | Directly below USN number, both sides carrier<br>cab  |
| 825400                            | Centered on boom, both sides  |

f. Requisitioning data for black, pressure-sensitive, vinyl numerals/lettering.

| <u>Item</u> | <u>Stock No.</u>    | <u>Description</u>    |
|-------------|---------------------|-----------------------|
| 1.          | 9G 7690-00-312-2962 | NUMERAL 0             |
| 2.          | 9G 7690-00-311-7695 | NUMERAL 1             |
| 3.          | 9G 7690-00-311-7697 | NUMERAL 2             |
| 4.          | 9G 7690-00-311-7699 | NUMERAL 3             |
| 5.          | 9G 7690-00-311-7700 | NUMERAL 4             |
| 6.          | 9G 7690-00-311-7701 | NUMERAL 5             |
| 7.          | 9G 7690-00-311-7704 | NUMERAL 6             |
| 8.          | 9G 7690-00-311-9369 | NUMERAL 7             |
| 9.          | 9G 7690-00-311-9428 | NUMERAL 8             |
| 10.         | 9G 7690-00-311-9431 | NUMERAL 9             |
| 11.         | 9G 7690-LL-LH2-0044 | U.S. NAVY             |
| 12.         | 9G 7690-LL-L00-8135 | U.S.N.                |
| 13.         | 9G 7690-00-329-0538 | FOR OFFICIAL USE ONLY |
| 14.         | 9G 7690-LL-L00-8136 | DASH                  |

NOTE 1: Items 1 through 12 are three (3) inches in height and have a 1/2 inch stroke.

NOTE 2: Item 13 is one (1) inch in height and has a 5/32 inch stroke.

NOTE 3: Item 14 is one-half (1/2) inch in height and one (1) inch long.

NOTE 4: Prior to ordering, insure unit of issue.

## Section 6. CIVIL ENGINEER SUPPORT EQUIPMENT (CESE) VISIT CHECKLIST.

**3601. MAINTENANCE.** To evaluate the effectiveness of ALFA Company maintenance prior to a CESE visit from COMSECONDNCB or COMTHIRDNCB, the following checklist applies.

|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| a. Is an ERO being used as authority for all work in the equipment repair shops, except repair that requires no parts replacement and can be made in one hour or less? | _____      | _____     |
| b. Is the distribution of EROs made in accordance with Section 3, paragraph 3301, of this chapter?   | _____      | _____     |
| c. Is the standard numbering system used on EROs in accordance with paragraph 3301 subparagraph d(9) of this chapter?  | _____      | _____     |
| d. Does the Maintenance Supervisor review and authorize EROs prior to commencement of work?  | _____      | _____     |
| e. Is the pink copy of each ERO retained in the workload file of the Maintenance Supervisor?   | _____      | _____     |
| f. Are all decisions to deadline equipment made by the Maintenance Supervisor?   | _____      | _____     |
| g. Are the Equipment Repair Order Worksheets (figure 3-8) being used to itemize parts use, and then filed in the equipment history jacket?                             | _____      | _____     |
| h. Is a parts pending file being maintained by the DTO Clerk?  | _____      | _____     |
| i. Are parts requirements substantiated by ERO work description?   | _____      | _____     |
| j. Are all pertinent publications (instructions, technical bulletins, modification work orders, manuals, and lube charts) available?                                   | _____      | _____     |
| k. Are legible white copies of EROs and/or floppy disks being forwarded to respective Brigade Equipment Office in accordance with current directives?                  | _____      | _____     |
| l. Is deadlined equipment inspected, cycled, and preserved?  | _____      | _____     |

|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| m. Is there any evidence of unauthorized parts cannibalization of equipment in a deadline status?  | _____      | _____     |
| n. Are the current directives being followed to provide an effective Preventive Maintenance Program?   | _____      | _____     |
| o. Are scheduled maintenance guides available and are they used by the shop managers?  | _____      | _____     |
| p. Are DD Form 1342s (figure 3-15) updated and submitted as required?  | _____      | _____     |
| q. Do the PM Record Cards (NAVFAC 11240/6, figure 3-2) contain complete up-to-date information? Are attachments listed and CESE identified as active or live storage? Are proper codes being utilized? | _____      | _____     |
| r. Are all the forms required for the equipment maintenance program on hand?   | _____      | _____     |
| s. Is a system in effect for the maintenance and inventory of the mechanics' tool kits?  | _____      | _____     |
| t. Are all safety procedures followed in accordance with current instructions?   | _____      | _____     |
| (1) Are hand tools properly maintained?  | _____      | _____     |
| (2) Are power tools incorporated into Central Tool Room's PM cycle?  | _____      | _____     |
| (3) Are tire inflation guards in use?  | _____      | _____     |
| (4) Are jack stands or blocks used?  | _____      | _____     |
| (5) Is there an emergency shower and proper ventilation in the battery shop?   | _____      | _____     |
| (6) Are flammables properly stored?  | _____      | _____     |
| (7) Are safety standards in the paint shop/welding shop in accordance with current instructions?   | _____      | _____     |
| u. Do equipment history jackets reflect realistic downtime for maintenance and major repair? Are spare keys kept in history jackets? Are history jackets formatted correctly?                          | _____      | _____     |

|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| v. Is equipment prepared for shipment to overhaul facilities in accordance with Chapter 1, paragraph 1404, of this manual?               | _____      | _____     |
| w. Is adequate fire fighting equipment on hand, properly mounted, inspected regularly and systematically maintained in repair shops?     | _____      | _____     |
| x. Is equipment cleaned prior to entering the shop to facilitate quality inspection?   | _____      | _____     |
| y. Are new and used parts or equipment components stored in the repair parts storeroom?  | _____      | _____     |
| z. Is NAVFAC Form 9-11240/13 (figure 2-2) being used to report equipment deficiencies requiring interim repairs?                         | _____      | _____     |
| aa. Are key maintenance personnel familiar with the contents of this manual and all other related COMSECONDNCB/COMTHIRDNCB instructions? | _____      | _____     |
| ab. Is the Maintenance Branch Organization Chart up-to-date and posted?  | _____      | _____     |
| ac. Have Quality Deficiency Reports, Standard Form 368 been submitted for unusual or repeated equipment failures?                        | _____      | _____     |
| ad. Is equipment downtime excessive? If so, does the problem lie in maintenance or supply?   | _____      | _____     |
| ae. Shop Equipment Tools   |            |           |
| (1) Is shop equipment adequate and available for use?  | _____      | _____     |
| (a) Tire shop tools and equipment  |            |           |
| (b) Air compressor   |            |           |
| (c) Body shop tools/portable power?  |            |           |
| (d) Welding equipment  |            |           |
| (e) Radiator repair equipment  |            |           |
| (f) Machine shop equipment (components, if trailer not present)  |            |           |
| (g) Drill press  |            |           |

|  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| (h) Hydraulic press  |            |           |
| (i) Hydraulic hose repair kit  |            |           |
| (j) Battery shop equipment   |            |           |
| (k) Engine analysis equipment  |            |           |
| (l) Electrical shop equipment/tools  |            |           |
| (m) Lubrication equipment and facilities   |            |           |
| (2) Is shop equipment maintained, properly stored and cleaned?                           | _____      | _____     |
| af. Repair Parts Support.  |            |           |
| (1) Are parts common readily available and properly stored?                              | _____      | _____     |
| (a) Nuts, bolts and washers  |            |           |
| (b) Brass fittings and tubing  |            |           |
| (c) Hydraulic hose fittings and hose   |            |           |
| (d) Electrical connections, ignition wire, battery cable ends                            |            |           |
| (e) Radiator hoses   |            |           |
| (f) Fan belts  |            |           |
| (g) Air, oil, and fuel filters   |            |           |
| (h) Common light bulbs   |            |           |
| (2) Is technical assistance available for proper identification of parts?                | _____      | _____     |
| (3) Is counter service available?  | _____      | _____     |
| (4) Are technical manuals available, used and properly issued?                           | _____      | _____     |
| (5) Are NIS and NC requisitions handled properly and placed on order in a timely manner? | _____      | _____     |
| (6) Are parts for relocated equipment still on site?                                     | _____      | _____     |

|   | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| (7) Are DTO parts received installed at first available PM or interim service and stored properly?  | _____      | _____     |
| ag. Equipment Inspection Maintenance  |            |           |
| (1) Do the shop inspectors thoroughly inspect and initiate good write-ups for required repairs? Are the history jackets with manufacturer's maintenance schedules reviewed and required procedures initiated in write-up? | _____      | _____     |
| (2) Are mechanics properly supervised, and is the quality of work acceptable?   | _____      | _____     |
| (3) Is equipment inspected upon completion of repairs to ensure authorized work has been satisfactorily performed and the equipment is RFI (Ready For Issue)?   | _____      | _____     |
| ah. ALFA Company Shops  |            |           |
| (1) Are shops, heads, offices, and tool room clean?   | _____      | _____     |
| (2) Are shop spaces clear (i.e. uncluttered with repair parts and tools)?   | _____      | _____     |
| (3) Is there an absence of oil and grease spills.   | _____      | _____     |
| (4) Are all safety precautions in place and adhered to?   | _____      | _____     |
| ai. Is a Standard Subject Identification Coding System (SSIC) being utilized?   | _____      | _____     |
| aj. Is a copy of the Crane inspection guide (NAVFAC P-307 appendix C) used to inspect cranes? Is it filed in the History jacket and equipment history file (6 part folder) with the ERO? Are blocks filled in correctly?  | _____      | _____     |
| ak. Is a copy of the wire rope certification paperwork in the History Jacket for the wire rope in use on the crane?   | _____      | _____     |

## CHAPTER 4. BATTALION EQUIPMENT EVALUATION PROGRAM

The purpose of the Battalion Equipment Evaluation Program (BEEP) is:

- to pass on all special knowledge of CESE maintenance and operation techniques;

- to provide the relieving battalion with a realistic and in-depth condition evaluation of the CESE allowance, facilities, tools and materials;

- to use the full expertise and efforts of the two equipment forces to provide the relieving battalion and detachments with the best Alfa Company operation possible; and,

4. to provide the Brigade Equipment Office with up to date condition codes for scheduling timely CESE replacements.

**4101. JOINT TASKS DURING BEEP.** To successfully accomplish the BEEP, and to provide a continued uniform procedure for the evaluation and accountability of all equipment, attachments, collateral equipment, records and correspondence, the following procedures apply: Joint Operations: Perform joint quarry blast, if applicable to the site. Conduct joint operations in major ALFA Company projects like paving, etc.

- a. Non-preserved Equipment Condition Code. A joint inspection of each item of assigned CESE and attachments, and a prestart inspection and vehicle performance test is performed, using the Equipment Evaluation Inspection Guide, appendix B. Both Operations Supervisors establish a recommended condition code.

- b. Collateral Equipment. A joint inventory and inspection of all collateral equipment, noting condition and deficiencies, is performed. All shortages and not-fit-for-issue items are ordered by the outgoing unit.

- c. Equipment Attachments Condition Code. A joint inventory and inspection of all equipment attachments, using the Attachment Evaluation Inspection Guide, appendix C, will be performed. All attachments will be operationally tested. Both Operations Supervisors will establish a recommended condition code.

- d. Maintenance Records. A joint inspection of all maintenance records, noting accuracy, deficiencies, and updates as required, is performed.

- e. Correspondence. A joint review and accountability of all correspondence that is pending final action is performed, including a joint inspection of the Standard Subject



Identification Classification (SSIC) records. Ensure that the outgoing Battalion does not take the files with them.

f. Shop Equipment. A joint inventory and inspection of all ALFA Company shop equipment, noting condition and deficiencies, is performed.

g. Preventive Maintenance. A joint preventive maintenance inspection is performed to a "B" preventive maintenance level, on each item of CESE and attachments assigned, using the Evaluation Inspection Guide, appendix B. Repairs are done on a type 07 ERO. The only repairs that will be completed during the BEEP are safety related or repairs that are critical to the equipment's operation. This work will be accomplished with zero/minimum deferred work, depending upon repair parts availability and time allotted. Major body and paint work are identified on EROs and deferred during the BEEP. The Maintenance Supervisors submit a signed, condition-coded equipment BEEP sheet to the SECONDNCB Det Gulfport, MS or THIRDNCB Equipment Det Representative.

h. Stored Equipment. A joint inspection of each preserved/stored item of assigned CESE and attachments, using appendix B, is performed to a "B" PM level. All CESE will be cycled and equipment identified by the Brigade representatives will be fully operationally tested. The Maintenance Supervisors submit a signed, condition-coded equipment BEEP sheet to the SECONDNCB Det Gulfport or THIRDNCB Equipment Det Representative.

i. Repair Parts. The repair parts portion of the BEEP is accomplished in accordance with COMSECONDNCB/ COMTHIRDNCBINST 4400.3, Seabee Supply Manual. Validate status of DTO parts and perform a 100% inventory of the Technical Library.

j. BEEP Representatives. Representatives from COMSECONDNCB or COMTHIRDNCB shall be present at each mainbody site BEEP. The primary duties of the representatives are:

(1) Perform an indoctrination, using the guidelines listed below, to personnel from both battalions, which they are to cover and adhere to, as a minimum during the BEEP.

(a) SAFETY WILL BE PARAMOUNT THROUGHOUT THE ENTIRE BEEP.

(b) Collateral equipment is not to be placed on vehicles going through the shop.

(c) No collateral equipment or repair parts are to be purchased or ordered for equipment scheduled for replacement or disposal.

(d) Wheels on equipment are not to be pulled for brake inspection unless there is reason to suspect brake

problems, or an Annual Safety Inspection (ASI) is past due.

(e) Engine oil and oil filters are to be changed only when directed by the Brigade representatives.

(f) No collateral equipment or repair parts are to be ordered or purchased for equipment in A6 condition unless approved by the Brigade representative.

(g) Time allotted for the BEEP is to be the full turnover period, which includes weekends and holidays.

(h) The PM cycle will be suspended during the entire BEEP period, to include preparatory-BEEP, BEEP and the post-BEEP phases. Exceptions will be specifically identified by the respective Brigade representatives.

(i) The Brigade Representative assigns all final CESE Condition Codes with input from both Maintenance Supervisors.

(j) All active CESE is to be returned to the ALFA Company facility for evaluation or repairs as necessary. Exceptions are to be requested from, and approved by, the Brigade Representative.

(k) No CESE is to be preserved/stored within 30 days prior to BEEP.

(l) All hydraulic attachments are to be tested during the BEEP.

(m) All generators are to be load tested.

(n) All welders and pumps are to be both operationally and functionally tested during the BEEP.

(o) All cranes that are within 45 days of re-certification are to be certified during the BEEP turnover period. All slings are to be checked for certification. Pile Drivers and extractors are to be operationally tested.

(p) The Machine Shop is to be jointly evaluated and inventoried with each unit's MR.

(q) Tires are to be checked for proper inflation, valve stems properly positioned with air valve caps in place, and tracks properly adjusted to manufacturer's specifications prior to entering the shop.

(r) All CESE is to be greased in accordance with manufacturer's specifications. All grease points not accepting grease are to be repaired so that the point of friction can be lubricated.

(s) Tires or other items which have appreciable wear expectancy remaining are not to be replaced, purchased or ordered unless they are Not in Stock (NIS) from Supply and none are on order.

(t) All NAVSUP Form 1250-1/-2s for procurement of Not in Stock/Not Carried (NC) repair parts are to be authenticated by the SECONDNCB/THIRDNCB Equipment Representative.

(2) Provide technical assistance during the BEEP. Conduct any specific key billet training on the site as requested and/or deemed necessary by the chain of command.

(3) Conduct a critique of the BEEP for appropriate personnel from both battalions.

(4) Prepare and submit a BEEP Completion Report to both NMCBs and COMSECONDNCB or COMTHIRDNCB with copies to appropriate information addresses.

(5) Upon completion of the BEEP, a joint inventory of all Alfa Company TOA tool kits will be conducted and replacements for shortages and non-serviceable tools will be ordered.

(6) A joint review/inventory of all ISO containers will be performed during the BEEP by the battalion's container program personnel. Findings will be reported to the COMSECONDNCB/COMTHIRDNCB representative. NOTE: It is understood that it is not possible to have an Equipment Office Representative on board at each detail site throughout the BEEP. In the absence of this representative on detail sites, Detail OICs shall comply with these instructions. Where serious doubt exists on what action to take, contact the Brigade Representative at the main body site for a determination.

#### **4102. INCOMING BATTALION RESPONSIBILITIES**

a. Scheduling. The SECONDNCB/THIRDNCB Equipment Office and the battalion being relieved will be notified of the commencement date of the BEEP at least 30 days prior to the commencement date. The BEEP should be scheduled at the earliest date possible after the arrival of the advance party to ensure completion prior to the arrival of the main body. It is recommended, therefore, that the BEEP be scheduled to commence at least 7 days prior to the arrival of the main body.

b. Reporting. Information is provided, as required, to the SECONDNCB/THIRDNCB Equipment Representatives for completion of the narrative report.

c. Personnel Requirements. The following personnel shall be assigned for the evaluation and repair of equipment:

- (1) ALFA Company Commander
- (2) ALFA Company Operations Supervisor
- (3) ALFA Company Maintenance Supervisor
- (4) Light Shop Supervisor
- (5) Heavy Shop Supervisor
- (6) Support Shop Supervisor
- (7) Cost Control Supervisor, Direct Turnover Clerk, PM Clerk
- (8) Technical Librarian
- (9) Lead Field Crew Mechanic
- (10) Equipment Pool Supervisor
- (11) Crane Crew Supervisor and all crane-certifying personnel
- (12) Crane Test Director
- (13) Crane Mechanic
- (14) Collateral Equipment Custodian
- (15) Yard Boss
- (16) Dispatcher
- (17) License Examiner
- (18) Equipment Inspectors
- (19) Senior Machinery Repairman
- (20) Construction Mechanic (CM) - 28 personnel
- (21) Equipment Operator (EO) - 15 personnel
- (22) Construction Electrician (CE) - 1 (to inspect and evaluate power generators, floodlight trailers and welders and to perform auto-electrical and battery work).
- (23) Utilitiesman (UT) - 1 (must be qualified to inventory and evaluate water purification units, decon sprayers, shower bath trailers, pumps and water tanks).

(24) Hull Technician (HT)/Steelworker (SW) - 1 (must have welding capability; also desirable to be able to perform body and fender repairs to vehicles and equipment).

(25) Storage/Warehouse Supervisor

d. Decals. Sufficient supplies of NMCB decals for organic and augment equipment, in accordance with section 5, paragraph 3501 of this chapter, will accompany the advance party and is available for use during the BEEP.

e. Preventive Maintenance. PMs will commence within five (5) working days after the arrival of the main body or as directed by the Equipment Office Representative.

#### **4103. OUTGOING BATTALION RESPONSIBILITIES**

a. Scheduling. The scheduling of the BEEP is coordinated with the incoming battalion and the Brigade Representative.

b. Personnel Requirements

(1) Personnel counterparts are assigned one-on-one to the relieving battalion, in accordance with paragraph 4102, of this chapter. All personnel from an outgoing unit must turn over information to incoming unit personnel on subjects like local points of contact, specific information/ instructions particular to the site, regulations, procedures, etc. All key billet specific information is especially important to be passed on at this time. Make a site visit to all projects requiring CESE support.

(2) Personnel shall not be assigned to other duties which would conflict with their participation in the BEEP. ALL PERSONNEL ASSIGNED TO THE BEEP MUST REMAIN ON SITE UNTIL THE COMPLETION OF THIS PROGRAM. AIRCRAFT LOADING SCHEDULES SHOULD BE PLANNED ACCORDINGLY.

c. Tool Requirements. All necessary tools and equipment are to be made available to accomplish the evaluation and repair of the equipment.

d. USN Numbered Equipment

(1) All CESE, MHE and WHE, including attachments, shall be cleaned and made available for evaluation and repair.

(2) Scheduling of the equipment for evaluation and repairs shall be coordinated with the relieving battalion. It is recommended that scheduling be accomplished by PM groups, with the appropriate number of groups scheduled each day to permit completion of the BEEP within the timeframe allotted. This may be changed as directed by the Brigade Equipment Representative to be organized by echelon as required.

(3) Ensure DTO information sheets are prepared for each item of equipment, and a copy of the Equipment Evaluation Inspection Guide, appendix B, and a copy of the Attachment Evaluation Inspection Guide, appendix C, for each attachment, as appropriate. Equipment Repair Orders will be opened for equipment requiring repairs.

(4) Have enough equipment cleaned and staged prior to commencement of the BEEP to ensure full use of all mechanics for two (2) full work days.

(5) The outgoing battalion must provide the incoming battalion its monthly CESE availability reports for three (3) months prior to the turn-over.

(6) The outgoing A-3 will forward a list of the site available CESE currently under "B" assignments to the incoming A-3 before the start of the preparatory BEEP. The list should include CESE identified to administratively support the outgoing and incoming battalion during the BEEP phase. Identified CESE should include but is not limited to: administrative vehicles, MHE, emergency and special purpose vehicles, and priority project support. All aspects of the BEEP phase, that apply, will be performed (except final inspection and acceptance) prior to the arrival of the incoming battalion.

(7) All parts in DTO will be installed. Additional DTO parts requirements for repair will be ordered after obtaining Brigade Representative approval. Finish up any equipment repairs and preventive maintenance still in the shops.

**4104. INTERNAL BEEP FLOWCHART.** A diagram of the BEEP process, which shows Attachment Evaluation Inspection Guide, Equipment Evaluation Inspection Guide, Equipment Repair Order and Equipment, is shown in figure 4-16 on the following page.

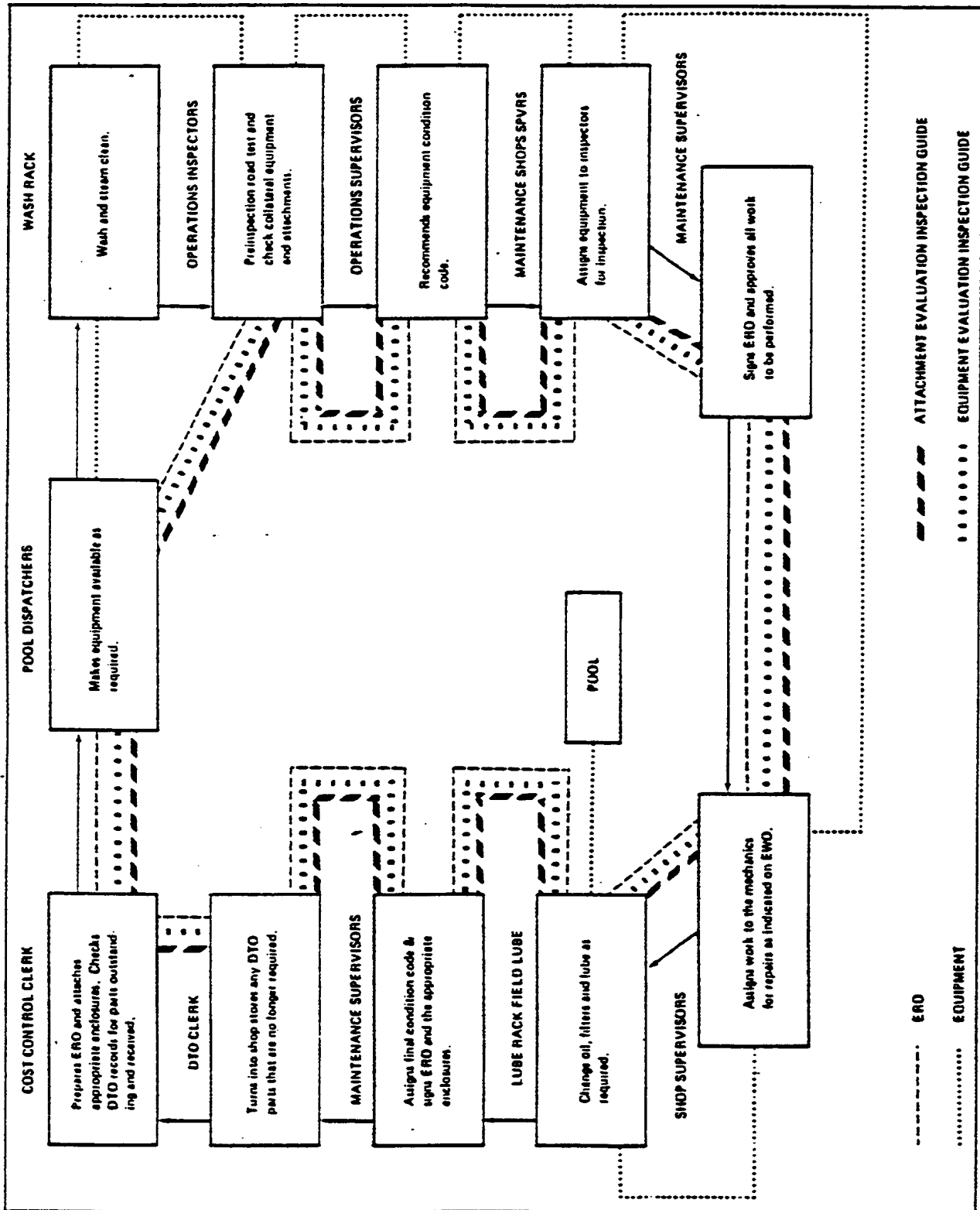


FIGURE 4-1. Battalion Equipment Evaluation Program (BEEP) Flowchart

APPENDIX B  
EQUIPMENT EVALUATION INSPECTION GUIDE

| DATE                |                     |                    |                 |                      |               |
|---------------------|---------------------|--------------------|-----------------|----------------------|---------------|
| CODE                | USN NO.             | MILEAGE            | HOURS           | ENGINE SERIAL NO.    |               |
| PRESTART INSPECTION | INSPECTORS          | INITIALS           | NMCS            | INITIALS             | NMCS          |
|                     | COOLING SYSTEM      | LEVEL              | LEAKS           | CONDITION            |               |
|                     | LUBRICATION SYSTEM  | LEVEL              | LEAKS           | CONDITION            |               |
|                     | CHARGING SYSTEM     | BATTERY LEVEL      | BELTS           | CABLES               | CONNECTIONS   |
|                     | LIGHTING SYSTEM     | HEADLIGHTS         | TAIL LIGHTS     | BLACK OUT            | INSTRUMENTS   |
|                     |                     | CLEARANCE          | REFLECTORS      | REMARKS              |               |
|                     | FUEL SYSTEM         | LEVEL              | LEAKS           | CONDITION            |               |
|                     | TIRES               | SIZE               | TYPE TREAD      | CONDITION            | INFLATION     |
|                     |                     | MOUNTED SPARE SIZE |                 | CONDITION            | INFLATION     |
|                     | TRACKS              | RAILS              | PINS            | SHOES                | SPROCKETS     |
|                     |                     | IDLERS             | REMARKS         |                      |               |
|                     | MISCELLANEOUS       | AUTO TRANS FLUID   |                 | MIRRORS              | LUG NUTS      |
|                     |                     | CONTROLS           | CABLES          | DOORS                | GLASS         |
|                     |                     | UPHOLSTERY         |                 | BODY CONDITION       |               |
|                     | REMARKS             |                    |                 |                      |               |
| ENGINE RUNNING      | INSPECTORS          | INITIALS           | NMCS            | INITIALS             | NMCS          |
|                     | ACCESSORIES         | INSTRUMENTS        | WARNING DEVICES | HORN                 |               |
|                     |                     | W/S WIPERS         | BRAKES          | CLUTCH               | HAND BRAKE    |
|                     | LEAKS               | ENGINE             | TRANSMISSION    |                      | TRANSFER CASE |
|                     |                     | DIFFERENTIALS      | BRAKES          | STEERING             | WINCH         |
|                     | ENGINE PERFORMANCE  | STARTING           | IDLING          | FULL LOAD            |               |
|                     |                     | PARTIAL LOAD       |                 | REMARKS              |               |
|                     | VEHICLE PERFORMANCE | STEERING           | BRAKES          | CLUTCH               | TRANSMISSION  |
|                     |                     | DIFFERENTIALS      | TRANSFER CASE   | PTO                  | WINCH         |
|                     |                     | HYD SYSTEM         | DRIVE SHAFTS    | UNUSUAL NOISE/MOTION |               |
| REMARKS             |                     |                    |                 |                      |               |



## APPENDIX B (CONTINUED)

|   |  |                         |  |                            |      |
|---|--|-------------------------|--|----------------------------|------|
| INSPECTORS  |  | INITIALS                | NMCB   | INITIALS                   | NMCB |
| INVENTORY   | COLLATERAL EQUIPAGE INVENTORY                  | DISCREPANCIES/SHORTAGES |  |                            |      |
|   |  |                         |  |                            |      |
|   |  |                         |  |                            |      |
|   | OPERATIONS SUPERVISORS                         | INITIALS                | NMCB   | RECOMMENDED CONDITION CODE |      |
| INITIALS  |  | NMCB                    | RECOMMENDED CONDITION CODE                     |                            |      |
| REMARKS   |  |                         |  |                            |      |
| INSPECTORS  |  | INITIALS                | NMCB   | INITIALS                   | NMCB |
| MOUNTING BOLTS  | ENGINE   | TRANSMISSION            | AXLES  | TRANSFER CASE              |      |
|   | SPRINGS  | BODY                    | CAB  | FENDERS                    |      |
|   | FUEL TANKS                                     | REMARKS                 |  |                            |      |
| MISCELLANEOUS   | EXHAUST SYSTEM                                 | SPRINGS                 | SHOCKS   | TIE RODS                   |      |
|   | DRAG LINK                                      | IDLER ARM               | CONTROL LINKAGE                                |                            |      |
| AIR INTAKE SYSTEM   | CLEANER COND.                                  | PIPING CONNECT          | TURBOCHARGER, BLOWER                           |                            |      |
| FRONT WHEELS  | BRAKE LINING                                   | BEARING ASSEMBLIES      |  | SEALS                      |      |
|   | BOOTS  | DRUMS                   | CYLINDERS                                      | BACKING PLATE              |      |
|   | SHOE MOUNT                                     | ADJUST MECH             | REMARKS  |                            |      |
| REAR WHEELS   | BRAKE LINING                                   | BEARING ASSEMBLIES      |  | SEALS                      |      |
|   | BOOTS  | DRUMS                   | CYLINDERS                                      | BACKING PLATE              |      |
|   | SHOE MOUNT                                     | ADJUST MECH             | REMARKS  |                            |      |
| SHOP SUPERVISOR   | MAKE MINOR REPAIRS/ORDER PARTS (Initials)      |                         |  |                            |      |
|   | FINAL INSPECTION (Initial)                     |                         |  |                            |      |
| OVERALL CONDITION Circle Applicable Code (below)                                    |  |                         |  |                            |      |
| The following is a complete listing of the possible codes with a brief description. |  |                         |  |                            |      |
| Code  | Description                                    |                         |  |                            |      |
| A1  | Serviceable/Unused-Good                        | F8                      | Unserviceable Repairable-Repairs Required-Fair |                            |      |
| A2  | Serviceable/Unused-Fair                        | F9                      | Unserviceable Repairable-Repairs Required-Poor |                            |      |
| A3  | Serviceable/Unused-Poor                        | G7                      | Unserviceable Incomplete-Repairs Required-Good |                            |      |
| A4  | Serviceable/Used-Good                          | G8                      | Unserviceable Incomplete-Repairs Required-Fair |                            |      |
| A5  | Serviceable/Used-Fair                          | G9                      | Unserviceable Incomplete-Repairs Required-Poor |                            |      |
| A6  | Serviceable/Used-Poor                          | SX                      | Unserviceable Scrap/Salvage                    |                            |      |
|   |  | SS                      | Unserviceable Scrap/Scrap                      |                            |      |
| F7  | Unserviceable Repairable-Repairs Required-Good |                         |  |                            |      |
| ABOVE CONDITION AGREED TO BY MAINTENANCE SUPERVISORS FROM BOTH BATTALIONS           |  |                         |  |                            |      |
| NMCB (SIGNATURE)  |  |                         | NMCB (SIGNATURE)                               |                            |      |
| SECONDNCB/THIRDNCB Equip. Rep. (Signature)  |  |                         | Date   | Code                       |      |

# APPENDIX C ATTACHMENT EVALUATION INSPECTION GUIDE

|   |  |                |  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
|---|--|----------------|--|-------------------|------|------|-------------|--|-------------|----|-------------------------|----|--|----|-------------------------|----|--|----|-------------------------|----|--|----|-----------------------|----|--|----|-----------------------|----|--|----|-----------------------|----|-----------------------------|--|--|----|---------------------------|----|--|--|--|
|   |  |                |  |                   | DATE |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| I.D. NUMBER   | DESCRIPTION                                    |                |  | LOCATION          |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| ASSIGNED TO CODE  | USN NO.  |                |  | MOUNTED/UNMOUNTED |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| INSPECTORS  | INITIALS                                       | NPCB           | INITIALS                                       | NPCB              |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| PRESTART<br>INSPECTION  | FRAME  | MOUNTINGS      | MOUNTING HARDWARE                              |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
|   | CONTROLS                                       | CABLES/SHEAVES |  | BUSHINGS/BEARINGS |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
|   | HOSES  | HYD SYSTEM     | CUTTING EDGE/TEETH                             |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| REMARKS   |  |                |  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| INSPECTORS  | INITIALS                                       | NPCB           | INITIALS                                       | NPCB              |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| OPERATIONAL<br>INSPECTION   | PARTIAL LOAD                                   |                | FULL LOAD                                      |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
|   | REMARKS  |                |  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| OPERATIONS<br>SUPERVISOR  | INITIALS                                       | NPCB           | RECOMMENDED<br>CONDITION CODE                  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
|   | INITIALS                                       | NPCB           | RECOMMENDED<br>CONDITION CODE                  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| REMARKS   |  |                |  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| SHIP SUPERVISOR   | MAKE MINOR REPAIRS/ORDER PARTS (Initials)      |                |  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
|   | FINAL INSPECTION (Initials)                    |                |  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| <p>OVERALL CONDITION Circle Applicable Code (below)</p> <p>The following is a complete listing of the possible codes with a brief description.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">Code</td> <td style="width: 40%;">Description</td> <td style="width: 10%;"></td> <td style="width: 40%;">Description</td> </tr> <tr> <td>A1</td> <td>Serviceable/Unused-Good</td> <td>F8</td> <td>Unserviceable Repairable-Repairs Required-Fair</td> </tr> <tr> <td>A2</td> <td>Serviceable/Unused-Fair</td> <td>F9</td> <td>Unserviceable Repairable-Repairs Required-Poor</td> </tr> <tr> <td>A3</td> <td>Serviceable/Unused-Poor</td> <td>G7</td> <td>Unserviceable Incomplete-Repairs Required-Good</td> </tr> <tr> <td>A4</td> <td>Serviceable/Used-Good</td> <td>G8</td> <td>Unserviceable Incomplete-Repairs Required-Fair</td> </tr> <tr> <td>A5</td> <td>Serviceable/Used-Fair</td> <td>G9</td> <td>Unserviceable Incomplete-Repairs Required-Poor</td> </tr> <tr> <td>A6</td> <td>Serviceable/Used-Poor</td> <td>SX</td> <td>Unserviceable Scrap/Salvage</td> </tr> <tr> <td></td> <td></td> <td>SS</td> <td>Unserviceable Scrap/Scrap</td> </tr> <tr> <td>F7</td> <td>Unserviceable Repairable-Repairs Required-Good</td> <td></td> <td></td> </tr> </table> |  |                |  |                   |      | Code | Description |  | Description | A1 | Serviceable/Unused-Good | F8 | Unserviceable Repairable-Repairs Required-Fair | A2 | Serviceable/Unused-Fair | F9 | Unserviceable Repairable-Repairs Required-Poor | A3 | Serviceable/Unused-Poor | G7 | Unserviceable Incomplete-Repairs Required-Good | A4 | Serviceable/Used-Good | G8 | Unserviceable Incomplete-Repairs Required-Fair | A5 | Serviceable/Used-Fair | G9 | Unserviceable Incomplete-Repairs Required-Poor | A6 | Serviceable/Used-Poor | SX | Unserviceable Scrap/Salvage |  |  | SS | Unserviceable Scrap/Scrap | F7 | Unserviceable Repairable-Repairs Required-Good |  |  |
| Code  | Description                                    |                | Description                                    |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| A1  | Serviceable/Unused-Good                        | F8             | Unserviceable Repairable-Repairs Required-Fair |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| A2  | Serviceable/Unused-Fair                        | F9             | Unserviceable Repairable-Repairs Required-Poor |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| A3  | Serviceable/Unused-Poor                        | G7             | Unserviceable Incomplete-Repairs Required-Good |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| A4  | Serviceable/Used-Good                          | G8             | Unserviceable Incomplete-Repairs Required-Fair |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| A5  | Serviceable/Used-Fair                          | G9             | Unserviceable Incomplete-Repairs Required-Poor |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| A6  | Serviceable/Used-Poor                          | SX             | Unserviceable Scrap/Salvage                    |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
|   |  | SS             | Unserviceable Scrap/Scrap                      |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| F7  | Unserviceable Repairable-Repairs Required-Good |                |  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| ABOVE CONDITION AGREED TO BY MAINTENANCE SUPERVISORS FROM BOTH BATTALIONS   |  |                |  |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| NPCB (SIGNATURE)  |  |                | NPCB (SIGNATURE)                               |                   |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |
| SECONDNCB/THIRDNCB Equip. Rep. (Signature)  |  |                | Date   | Code              |      |      |             |  |             |    |                         |    |  |    |                         |    |  |    |                         |    |  |    |                       |    |  |    |                       |    |  |    |                       |    |                             |  |  |    |                           |    |  |  |  |